

October 25, 1989

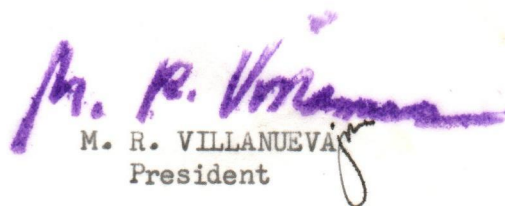
MEMORANDUM NO. 164
Series of 1989

T O: Mr. Dominador S. Ugsang
Chief Security Officer

R E: Leave of Absence

Effective immediately, please discontinue the practice of the security guards of making absences to be made up in advance or later, except during special activities or operations authorized by this Office. Such a practice results in irregular absences among security guards that often times there is a lack of security men on campus. Please discourage unscheduled absences because of the vital role of the personnel in the security of the College.

For compliance.


M. R. VILLANUEVA
President