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Office of the President

7 March 2006

MEMORANDUM NO. 61

Series of 2006

**T O: Ms. Delia Pagente
Ms. Teresita Ymas**

R E: Written Explanation

Please submit in writing why you should not be charged for insubordination and conduct prejudicial to the best interest of the service for your blatant disregard of the invitation to appear on March 2, 2006 at 2:30 p.m. before the Preliminary Screening Committee for some clarifications relative to the complaint against Dr. Tomas Fernandez. The Committee is a duly constituted body by the University President and as such, its invitation should not be disregarded. In spite of the verbal follow up by the committee secretary regarding said invitation, you still did not give due consideration to it.

As such, you are hereby given 72 hours from receipt hereof to submit a written explanation why you should not be charged for insubordination and conduct prejudicial to the best interest of the service.

Please be guided accordingly.

PACIENCIA P. MILAN
President