

OFFICE OF THE PRESIDENT

April 23, 1993

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MEMORANDUM NO. 55  
Series of 1993

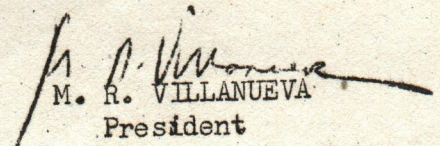
T O: All Department, Center and Office Heads

R E: Punctuality At Work

Needless to say, every employee is expected to observe the prescribed working hours and be punctual at all time. This was emphasized in the just concluded audit conducted by representatives of the Civil Service Commission who themselves are also suffering from difficulties in transportation going to and from their office.

In this connection, all units are advised to adopt a log book system in lieu of bundy clock, in addition to the proper filling of daily time records, for their administrative and other concerned personnel. The Office of the Vice President for Administration shall monitor the implementation of this memorandum.

For compliance.

  
M. R. VILLANUEVA  
President

cc: Vice President for Administration