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Office of the President

27 March 2006

MEMORANDUM NO. 68

Series of 2006

T O: Mr. Samuel Modina

R E: Monitoring of Attendance, Wearing of ID and Uniform of Staff at the Lower Campus

In addition to your present assignment, you are hereby directed to monitor attendance, wearing of ID and uniform of employees of the following lower campus offices:

1. SPMO
2. PPO
3. LSULHS
4. Infirmary
5. Guesthouse/Pavilion
6. Hostel
7. Marine Lab.

It has been observed that despite of directive from this office, there are lower campus office personnel who are not wearing the prescribed uniform, yet no report has been received by this office. You are therefore required to submit monthly report of your monitoring to the Office of the Director for Administration for appropriate action.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: ODA
HRMDO
Records
File