



# VISAYAS STATE UNIVERSITY

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*Office of the President*

22 October 2007

**MEMORANDUM NO. 181**

Series of 2007

**T O: Mr. Petronilo Nuñez**


**R E: Additional Assignment**

Reports reached this office that some staff at ODCI arrived in the office late but the logbook of attendance does not reflect their actual time of arrival. This is a serious violation, if true. Thus, the need to institute measures to correct this.

In view of this, you are hereby directed to close the ODCI logbook at exactly 8:00 a.m. so that those who arrive after the closure will be forced to record their actual time of arrival in the office.

For compliance.

**PACIENCIA P. MILAN**

OIC President 

cc: Dr. E. Tulin  
HRMDO  
Records  
File