



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

*Office of the President*

29 January 2005

## MEMORANDUM NO. 26

Series of 2005

**T O: Mr. Bertulfo Gumba** 2/18/05 *RG*

**R E: Tardiness in Reporting to Office**

Records show that you have been tardy for twelve (12) times during the month of November 2004. As such, you are advised to report to office on time to avoid being charged of the offense of habitual tardiness.

Please be guided accordingly.

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**

President *JP*

cc: HRMDO  
ODA  
Records  
File

2/14/05  
2/14/05