



LEYTE STATE UNIVERSITY

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Office of the President

24 August 2005

MEMORANDUM NO. 229

Series of 2005

T O: Mr. Raul Abit

R E: Submission of Written Explanation

Records show that you have not submitted your Daily Time Record as follows:

1. On November 29, 2001 for failure to submit DTR since August 2001
2. On October 22, 2004 for your failure to submit DTR for the period July to September 2002.
3. On August 8, 2005 for your failure to submit DTR for the period May 2005 to July 2005.

Based on our university policy, all administrative staff are required to submit DTR for the month on or before the 5th of the following month. As shown above, you have violated this policy three (3) times already.

In view of this, you are hereby directed to submit an explanation in writing why no administrative charge of the offenses of Simple Neglect of Duty and Violation of Reasonable Rules and Regulations be issued against you within three (3) days from receipt of this memorandum.

Please be guided accordingly.


PACIENCIA P. MILAN
President

Hando - 9/5/05
Received 9/5/05