



# Visayas State University

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## Office of the President

22 September 2010

**MEMORANDUM CIRCULAR NO. 53**  
Series of 2010

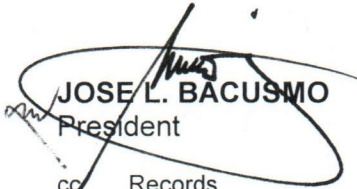
**T O: All VSU Faculty**

**R E: Recording of Attendance of Faculty Members in the Attendance Logbook**

In the last audit conducted by the Civil Service Commission, it was found out that many faculty members do not sign the Attendance Logbook anymore. In line with the conditions set forth by the Civil Service Commission in allowing the faculty members of this university to continue using the CSR instead of the required Daily Time Record, all faculty members are hereby directed to sign the Attendance Logbook effective immediately. A separate logbook for Administrative staff should also be provided by their respective units.

The Vice President for Academic Affairs is likewise requested to monitor compliance of this directive by all academic units of this university.

For compliance.

  
**JOSE L. BACUSMO**  
President  
cc. Records  
File