

63

OFFICE OF THE PRESIDENT

May 16, 1994

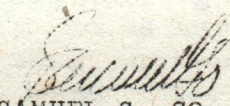
MEMORANDUM NO. 54  
Series of 1994

T O : All Department/Center/Office Heads  
SUBJECT : SCHEDULE OF SERVICE BREAK

In relation to Memo. No. 49, Series of 1994 issued by this Office, you are hereby directed to furnish the Personnel Office the schedule of service break of your concerned employees not later than May 20, 1994.

The schedule of service break shall be the basis in the processing of payrolls/vouchers for casual and contractual employees effective the second half of May, 1994.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Personnel Office  
Vice President for Adm.  
Records  
File