



# VISAYAS STATE UNIVERSITY

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*Office of the President*

10 July 2008

**MEMORANDUM CIRCULAR NO. 40**

Series of 2008

**T O: 1. OVPRE, ViCARP, AFRDIS, NARC, NCRC, PhilRootcrops, FARMICA, DFST**  
**2. Dept. of Economics, DSE, DCDE, DDC, DYAC DBM, MMDc, ISRDS**

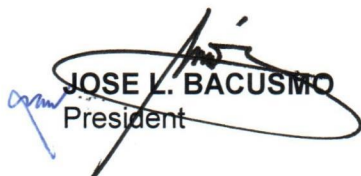
**R E: Use of Biometrics Machine**

VSU has recently bought two (2) biometrics machine for logging in/out of employees. Your department/unit has been identified for pilot implementation of the said machines. One machine will be based at OVPRE and the other will be at the Department of Economics. Mr. Virgilio Flandez of HRMDO will go around your offices for the enrollment of your fingerprints starting July 14 -25, 2008.

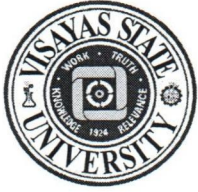
Those who will be out of the campus temporarily for personal or official reasons and intends to come back are advised to fill-up a Pass Slip. Otherwise, you will have to log-out if you will be out for the rest of the day so that you will not be marked absent by the machine for a full day.

Implementation will start August 1, 2008.

For your guidance.

  
**JOSE L. BACUSIMO**  
President

cc: Mr. Virgilio Flandez  
HRMDO  
OVPAF  
Records  
File



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## PASS SLIP

Name: \_\_\_\_\_

Department/Center/Office: \_\_\_\_\_

Month: \_\_\_\_\_

Date	AM		PM		Personal	Official	Purpose	Signature of Office Head
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