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Office of the President

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MEMORANDUM CIRCULAR NO. 32

Series of 2011

**T O: All College Deans, Department/Unit Heads, Center/Institute Directors,
Professors and Instructors**

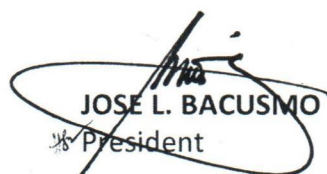
R E: Daily Attendance and Wearing of Uniforms

It has come to the attention of this office that there are faculty members who are not conscientious in recording their attendance in their respective logbooks everyday. The Daily Time Records (DTR) submitted by some faculty does not jibe with the student evaluation reports nor there were leave applications filed by other faculty members.

In this connection, I would like to remind all faculty members to religiously record the time of your coming-in and going-out of the office in the logbook every time you report for work. In addition, clerks of all academic department/unit/institute and research centers should submit a photocopy of the log book reflecting the attendance of the faculty members for the week to the Personnel Records and Performance Evaluation Office (PRPEO) every succeeding Monday.

On the other hand, JO workers and part-time faculty are requested to wear uniform or any shirt/blouse that will correspond to the color prescribed as uniform. Part-time faculty members are prohibited from wearing "maong" pants.

For strict compliance.


JOSE L. BACUSMO
President