

**Visayas State College of Agriculture**  
Baybay, Leyte  
**Office of the President**

March 15, 1999

**MEMORANDUM NO. 24**  
Series of 1999

**T O: ALL VISCA STAFF**

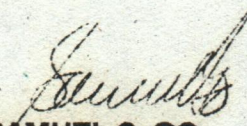
**SUBJECT: ABSENCE DURING A REGULAR WORKING DAY WHICH A  
HALF-DAY HOLIDAY IS DECLARED**

Quoted hereunder for the guidance of concerned ViSCA staff is a provision of the CSC Manual on Leave Administration Course for Effectiveness:

**"Where an employee fails to render the required service on a regular day for which a half-day is declared, he shall be charged with a full-day absence."**

ViSCA staff therefore who did not report in the morning of February 22, 1999 shall be charged 1 day absence.

The HRMDO is directed to ensure compliance of this policy.

  
**SAMUEL S. GO**  
President