



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

17 June 2002

MEMORANDUM NO. 157

Series of 2002

T O: All Tolosa Faculty and Staff
Through the Dean, LSU Tolosa Campus

R E: Punching of Time Cards

It has come to the attention of this office that time cards are not properly punched and do not reflect the actual time of service rendered by the faculty and staff. Reports have even reached this office that some staff just request another person to punch in or punch out for them. This is to remind everyone that this practice is highly irregular and therefore punishable by law. Effective immediately, it is hereby ordered that this improper practice must be stopped. Anybody found to have disregarded this order shall be dealt with accordingly.

For compliance.

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PACIENCIA P. MILAN
President