

May 24, 1993

MEMORANDUM NO. 74
Series of 1993

T O: Dr. Samuel S. Go
VP for Administration

R E: Reporting of Service Rendered

Effective June 1, 1993, please use the standard Daily Time Record in reflecting your service to the government as required for all personnel in the administrative sector. If there are others concerned who are not using the proper prescribed form please notify them accordingly.

Thank you.

[Signature]
R. VILLANUEVA
President

cc: HRMO
Accounting
C O A