



# LEYTE STATE UNIVERSITY

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*Office of the President*

6 February 2007

**MEMORANDUM NO. 27**



Series of 2007

**T O: Ms. Epifania G. Tudit**

**R E: Monitoring of Attendance of SPMO Staff**

In addition to your duties as Head of the Property Section, you are hereby directed to strictly monitor attendance of SPMO staff. Please make sure to close your attendance logbook at exactly 8:00 a.m. and check the whereabouts of all SPMO staff during the 8 hours work day period.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President 

cc: Mr. Alex Tulin  
HRMDO  
ODA  
Records  
File