



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

22 August 2005

MEMORANDUM NO. 163

Series of 2005

T O: Dr. Lourdes B. Cano

R E: Authority to Institute Actions Regarding Tardiness of Administrative Staff

Strict monitoring of attendance reveals what a lot of administrative staff incur tardiness in excess of what is allowable by Civil Service rules and regulations.

You are hereby authorized to strictly implement rules & policies against tardiness by performing among others, the following:

1. Issue reminders to the staff concerned through their heads of unit for them to limit tardiness not to exceed 10 times a month, for two (2) months in a semester to avoid being charged & penalized for habitual tardiness;
2. Issue memorandum to effect to those who incurred ten (10) times tardiness for two months in a semester why the staff concerned should not be charged for habitual tardiness;
3. Evaluate explanations given & recommend proper sanctions to this Office; and
4. Perform such other functions as necessary to implement the provisions of law & CSC rules against tardiness.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. Jose M. Alkuino, Jr.
Records
File