



VISAYAS STATE UNIVERSITY

Visca, Baybay City, 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

3 December 2007

MEMORANDUM NO. 216

Series of 2007

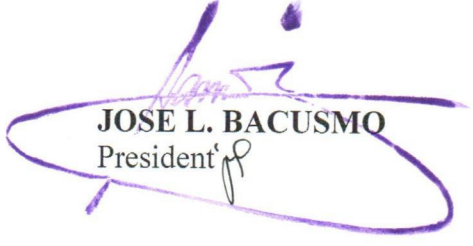
T O: Ms. Nelfa Glova

R E: Written Explanation Why You Should Not Be Charged for Habitual Tardiness

In the post audit conducted by the representatives from the Civil Service Commission last May 28 – 30, 2007, the scrutiny of your leave card show that you were tardy for more than ten (10) times a month for three (3) months for the year 2006.

You are therefore given five (5) days from receipt hereof to explain why you should not be charged for habitual tardiness.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: ODREx
HRMDO
ODA
Records
File