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Office of the President

1 October 2004

MEMORANDUM NO. 236

Series of 2004

T O: Mr. Simeon Sedrome

R E: Additional Assignment of Monitoring Attendance of All Administrative Personnel

As Records Officer IV, you are hereby given additional assignment of monitoring the attendance of all administrative personnel in academic/department/offices and research centers including the Library and OSA.

Please design a scheme so that you can perform this additional assignment effectively on a regular basis and not only at random. All personnel of the Records Office may be utilized to do this additional assignment.

For immediate compliance.


PACIENCIA P. MILAN
President

cc: OVPAF
ODA
HRMDO
Records
File