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Office of the President

3 December 2007

MEMORANDUM NO. 209

Series of 2007

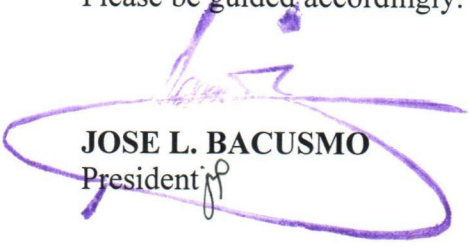
T O: Ms. Ma. Melissa Mendoza

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: Accounting Div.
HRMDO
ODA
Records
File