

OP file

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

July 1, 1997

MEMORANDUM NO. 57
Series of 1997

T O: Office and Section Heads Concerned

SUBJECT: Attendance and Reporting of Absences During Flag Raising Ceremonies

It has come to the attention of this Office that there are office/section heads and their staff who failed to attend the flag raising ceremonies last June 23 and 30, 1997.

There are also office and section heads who did not submit to this office the report of absences of their staff during flag raising ceremonies except the following with check mark on specified dates:


<u>Office/Section</u>	<u>Dates</u>	
	June 23	June 30
1. President/Executive Officer	/	/
2. Vice President for Administration	/	/
3. College Secretary	-	-
4. PICRO	-	-
5. Cash	/	/
6. Administrative and Legal	-	-
7. Planning	-	-
8. Physical Plant	/	/
9. Finance and Management	-	-
10. Supply Property Management Division	-	/
11. Guest House	-	-
12. Infirmary	/	-
13. LUAPO	-	-
14. APO	-	-
15. LUPDU	-	-

Please note that you are not required to report absences during flag retreats, but are encouraged to have a perfect attendance every Friday.

Beginning Monday, July 7, 1997 you are hereby directed to lead your staff in attending flag raising ceremonies. You are also required to report absences among your staff members within 10 minutes after the ceremony as provided for under Memorandum No. 52, series of 1997. The report should be properly signed by you or your assigned monitor.

Failure to attend the flag raising ceremonies without due cause and submit the required report of absences will be dealt with accordingly.

Your cooperation is earnestly requested.


SAMUEL S. GO
President

mp file

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

July 1, 1997

MEMORANDUM NO. 57
Series of 1997

T O: Office and Section Heads Concerned

SUBJECT: Attendance and Reporting of Absences During Flag Raising Ceremonies

It has come to the attention of this Office that there are office/section heads and their staff who failed to attend the flag raising ceremonies last June 23 and 30, 1997.

There are also office and section heads who did not submit to this office the report of absences of their staff during flag raising ceremonies except the following with check mark on specified dates:

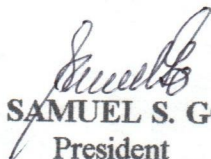
<u>Office/Section</u>	<u>Dates</u>	
	June 23	June 30
1. President/Executive Officer	/	/
2. Vice President for Administration	/	/
3. College Secretary	-	-
4. PICRO	-	-
5. Cash	/	/
6. Administrative and Legal	-	-
7. Planning	-	-
8. Physical Plant	/	/
9. Finance and Management	-	-
10. Supply Property Management Division	-	/
11. Guest House	-	-
12. Infirmary	/	-
13. LUAPO	-	-
14. APO	-	-
15. LUPDU	-	-

Please note that you are not required to report absences during flag retreats, but are encouraged to have a perfect attendance every Friday.

Beginning Monday, July 7, 1997 you are hereby directed to lead your staff in attending flag raising ceremonies. You are also required to report absences among your staff members within 10 minutes after the ceremony as provided for under Memorandum No. 52, series of 1997. The report should be properly signed by you or your assigned monitor.

Failure to attend the flag raising ceremonies without due cause and submit the required report of absences will be dealt with accordingly.

Your cooperation is earnestly requested.


SAMUEL S. GO
President