

OFFICE OF THE PRESIDENT

181
April 23, 1993

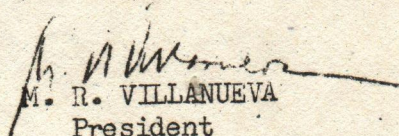
MEMORANDUM NO. 57
Series of 1993

T O: All Administrative Personnel
Housed in the Administration Building

R E: Time In Time Out

To meet the requirements on punctuality and actual service rendered, the existing system of logging in at the Administration Building shall be modified. Instead of the Security Guard logging in the names of employees as they enter the Building, effective May 1, 1993, the employees themselves shall register, entering the time when they come in and when they leave using a log book for the purpose. The Security Office is responsible in maintaining the log books -- one for employees and another for visitors -- at the entrance of the Administration Building. The supervisors shall use the log book as reference for the daily time records of their employees.

For compliance.


M. R. VILLANUEVA
President

cc: Chief Security Officer