



LEYTE STATE UNIVERSITY

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Office of the President

1 December 2004

MEMORANDUM NO. 344

Series of 2004

T O: All Concerned

R E: Designation to Monitor Attendance

Pursuant to Sec. 2, Rule XVII of the Omnibus Rules Implementing Book V of EO 292, all officers and employees are required a daily record of attendance to be kept in the proper form and when possible, registered in the bundy clock. In the absence of a bundy clock, a logbook of attendance shall be required.

In this connection, each unit is required to have a logbook for the said purpose. The following staff are hereby designated to monitor the attendance of the administrative staff of their respective department/center/office in addition to their official duties and responsibilities:

Ms. Paulina Abing	- NCRC
Ms. Alicia Andrade	- LSU Hostel
Ms. Dalisay Andres	- Department of Economics
Ms. Adelina Bulawan	- DMPS, DAE, DCST
Ms. Luzminda Cachuela	- DDC
Ms. Regina Canono & Mr. Alfredo Florendo	- DAF, DFWMC
Mr. Vicente Cordero	- OGS
Ms. Miriam Dela Torre	- OSA
Mr. Bernandito Fernandez	- DGRP
Ms. Carmela Filipino	- DoPAC
Ms. Mercedes Fornes	- Library (Lower)
Ms. Elvira Gorre	- ITE
Mr. Policarpo Gumba, Jr.	- DAS
Ms. Racquel Heramis	- DBS
Ms. Anecita Lumacad	- DASS
Ms. Araceli Managbanag	- IHK
Mr. Edgardo Maranguit	- OVPRE, VICARP, ODREP, ODRETD
Ms. Faye Aileen Mascariñas	- MMDC
Mr. Henry Modina	- DPM
Ms. Rosita Montajes	- LSULHS

Ms. Analou Montejo
Ms. Gilda Nayre
Ms. Marilyn Orquilla
Ms. Elizabeth Peque
Ms. Glenda Racho
Prof. Rommel Armecin
Ms. Reminita Solis
Ms. Isabelita Sedrome
Ms. Teresita Cosares
Mr. Carlito Sunganob
Ms. Luzvismina Ternura
Ms. Nenita Valenzona
Ms. Teresita Ymas


- DFCS
- DLABS
- Infirmary
- DOH
- Printing Press
- NARC
- CA Office and FARM
- Guesthouse
- ISRDS
- DFST
- PhilRootcrops
- DSE, DCDE
- DVBS

At 8:00 a.m. you are advised to draw a line on your logbook to signify that staff having entries after the line are already considered late. Report to this office any staff who refuses to sign in the logbook of attendance.

At the end of the month, you are requested to submit to the Records Division the list of tardy administrative staff with the corresponding time of their arrival.

This memorandum will take effect immediately.

For compliance.


PACIENCIA P. MILAN
President

cc: OVPAF
ODA
HRMDO
Records
File