

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

September 28, 1998

Memorandum No. 100
Series of 1998


T O: All SPMD (Lower Campus) and PPO Personnel

R E: Proper use of Your Logbook

In order to ensure accuracy of entries in the Daily Time Record of SPMD (lower campus) and PPO personnel, you are hereby requested to properly use your individual office logbook.

The persons incharge of monitoring attendance are directed to ensure the proper usage of said logbook and to countercheck the entries in the DTR submitted by staff with the entries in the logbook. The heads of the SPMD and PPO are also requested not to sign DTRs without the countersignature of the persons monitoring attendance of staff in their respective offices.

Please be guided accordingly.


SAMUEL S. GO
President

cc: Engr. N.M. Israel
Mr. E.L. Dequito