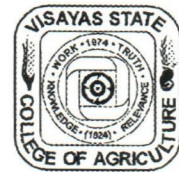


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



11 May 2001

MEMORANDUM NO. 76
Series of 2001

T O: Mr. Jaime Pascual
Mr. Florencio Macariola

R E: Additional Assignment to Monitor Attendance of Administrative Staff

It has come to the attention of this office that administrative staff based in offices outside the administration building are not observing official time in the render of their functions yet said undertime are not reflected in their DTR and therefore appropriate adjustment of leave balances could not be determined.

In addition to your existing duties, you are directed to conduct spot report and random monitoring of their attendance and to submit weekly report to this office through the Office of the Administrative Affairs.

Please coordinate with Ms. Lourdes B. Cano for instructions.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. N. P. Pascual
HRMDO
Engr. N. M. Israel
Records
File
Ms. L. B. Cano

Handwritten notes and signatures in blue ink:
- 5/14/01
- 5/18/01
- 5/18/01