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Office of the President

29 January 2005

MEMORANDUM NO. 31

Series of 2005

T O: Ms. Elvira Soria — *for G*
R E: Tardiness in Reporting to Office

Records show that you have been tardy for nine (9) times during the month of November 2004. As such, you are advised to report to office on time to avoid being charged of the offense of habitual tardiness.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President *JP*

cc: HRMDO - 2/14/05
ODA - 2/14/05
Records
File