



# LEYTE STATE UNIVERSITY

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*Office of the President*

6 June 2006

**MEMORANDUM NO. 100**

Series of 2006

**T O: Mr. Felix Abanera**

**R E: Monitoring of Attendance at the Departments & Centers**

In addition to your present assignments, you are hereby directed to monitor attendance, wearing of ID and uniform of employees at the Departments and Centers. You shall be under the direct supervision of Mr. Simeon Sedrome who will give you specific instructions and units to be monitored.

You are required to submit monthly report of your monitoring to the Office of the Director for Administration for appropriate action.

**PACIENCIA P. MILAN**

President

cc: Mr. Simeon Sedrome  
ODA  
HRMDO  
Records  
File