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Office of the President

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MEMORANDUM NO. 185

Series of 2009

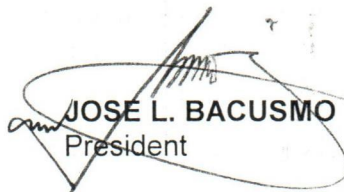
T O: Ms. Melissa F. Mendoza

R E: Habitual Tardiness

Please be advised of the Civil Service Law which states that "Officers or employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or at least two (2) months in a semester should be subject to disciplinary action."

Based on record, you have been tardy/late for not less than ten times for the month of July 2009. In this connection, you are warned not to incur tardiness again for more than ten (10) times in a month; otherwise you will be subjected to disciplinary action which is suspension for six months and one day to one (1) year for 1st offense and dismissal for second offense.

For your information and guidance.


JOSE L. BACUSMO
President