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Office of the President

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MEMORANDUM NO. 6

Series of 2006

T O: LSU External Campus Deans

R E: Continued Use of the Daily Time Record by Faculty Members

Please be informed that as a result of the post-audit conducted by the Civil Service Commission, this office is directed to require our faculty members to use the Daily Time Record (DTR) to evidence their services rendered. This office has, however, requested reconsideration of this decision.

In the absence, therefore, of an authority to continue using the Certificate of Services Rendered (CSR), all faculty members in the external campuses are advised to continue using the DTR. They may only use the CSR once our request is granted by the Civil Service Commission.

Please be guided accordingly.

PACIENCIA P. MILAN

President

cc: HRMDO
Records
File

1/10/06