



LEYTE STATE UNIVERSITY

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Office of the President

21 April 2005

MEMORANDUM NO. 90

Series of 2005

T O: Ms. Dorcas B. Dela Torre *[Signature]*

R E: Tardiness in Reporting to Office

Records show that you have been tardy for thirteen (13) times in the month of January 2005. You are therefore reminded of the Civil Service rules against frequent unauthorized tardiness for duty which is punishable by six (6) months and one (1) day to one (1) year suspension for the first offense. An employee shall be considered habitually tardy if he/she incurs tardiness, regardless of the number of minutes, ten (10) times in a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

Since you have already been tardy for more than ten (10) times for the month of January 2005, please make sure that you will not incur another 10 times tardiness in the succeeding months until June to avoid being charged of the offense of frequent unauthorized tardiness.

Please give this matter your utmost consideration.

[Signature]
PACIENCIA P. MILAN

President *[Signature]*

WRMDO *[Signature]* 4/21/05
ODA *[Signature]* 4/25/05