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Office of the President

17 October 2005

MEMORANDUM NO. 265

Series of 2005

T O: Ms. Ma. Mildred L. Nayre

R E: Explanation For Frequent Unauthorized Tardiness

Records show that Dr. Jose M. Alkuino, Jr., Vice President for Administration and Finance sent Memorandum No. 9, Series of 2005 dated May 11, 2005 reprimanding you for habitual tardiness.

In a letter dated May 12, 2005, you asked for apology because of said offense.

In spite of this, you continuously incurred tardiness on the following dates:

<u>Month</u>	<u>No. of Times Tardy</u>
May 2005	14
June 2005	17
July 2005	14
August 2005	16
September 2005	16

You are therefore given 72 hours from receipt hereof to submit an explanation why you should not be charged for unauthorized tardiness, second offense.

Please be guided accordingly.


PACIENCIA P. MILAN

President

cc: Dr. L. B. Cano, Prosecutor
Dr. R. H. Arpilleda, Chairperson
Formal Investigating Committee