



# VISAYAS STATE UNIVERSITY

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*Office of the President*

3 December 2007

**MEMORANDUM NO. 214**  
Series of 2007

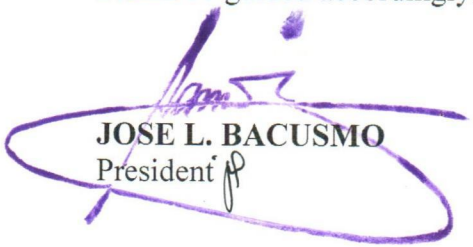
**T O: Ms. Thelma Apas**

**R E: Written Explanation Why You Should Not Be Charged for Habitual  
Tardiness**

In the post audit conducted by the representatives from the Civil Service Commission last May 28 – 30, 2007, the scrutiny of your leave card show that you were tardy for more than ten (10) times a month for three (3) months for the year 2006 and every month from January to April 2007.

You are therefore given five (5) days from receipt hereof to explain why you should not be charged for habitual tardiness.

Please be guided accordingly.



**JOSE L. BACUSMO**  
President

cc: Registrar's Office  
HRMDO  
ODA  
Records  
File