



# LEYTE STATE UNIVERSITY

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*Office of the President*

29 January 2005

## MEMORANDUM NO. 33

Series of 2005

**T O: Ms. Lucia Itable**

**R E: Tardiness in Reporting to Office**

Records show that you have been tardy for nine (9) times during the month of November 2004. As such, you are advised to report to office on time to avoid being charged of the offense of habitual tardiness.

Please be guided accordingly.

**PACIENCIA P. MILAN**

President

cc: HRMDO  
ODA  
Records  
File