



VISAYAS STATE UNIVERSITY

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Office of the President

21 January 2009

MEMORANDUM NO. 20

Series of 2009

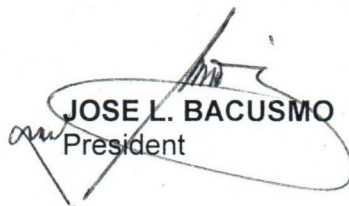
T O:	Mr. Fabian C. Alberio	- DYAC
	Ms. Marissa M. Cano	- DYAC
	Ms. Adelina O. Carreno	- DYAC
	Mr. Benjamin V. Castañas	- SDMU
	Ms. Lolita L. Daquipil	- Cash Division
	Ms. Ivy C. Emnace	- DFST
	Mr. Virgilio P. Flandez	- HRMDO
	Ms. Aida Luisa T. Godoy	- HRMDO
	Ms. Jedess Miladel C. Nuñez	- NARC

R E: Habitual Tardiness

Please be advised of the Civil Service Law which states that "Officers or employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive month during the year or at least two (2) months in a semester should be subject to disciplinary action."

Based on record, you have incurred tardiness for not less than ten times for the month of November 2008. In this connection, you are warned not to incur tardiness again for more than ten (10) times in a month, otherwise you will be subjected to disciplinary action which is suspension for six months and one day to one (1) year for 1st offense and dismissal for second offense.

For your information and guidance.


JOSE L. BACUSMO
President