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April 30, 1993

MEMORANDUM NO. 62
Series of 1993

T O: Dr. Vicente A. Quiton - Chairman
Dr. Casimiro D. Carcallas - Member
Dr. Lelita R. Gonzal - Member
Ms. Norma V. Cala - Ex-Officio Secretary

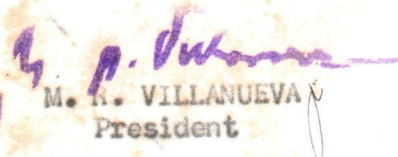
R E: Screening for Exemption from Break

You are hereby designed to compose an ad hoc committee to screen requests for exemption from the break period being implemented by the College to meet budgetary deficiency for casuals. The following may be used as a guide:

1. Lone personnel performing such function
2. Break period will affect operation of other units and not just the unit itself.
3. Assignment cannot be put off for one day or two.
4. Toning down of operation of the unit is possible in case of more than one person performing similar function.

Please use your discretion in granting exemption and provide reasons for your decision in all cases. Until the exemption is approved by this office, the break period is in effect for all concerned.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: All unit heads