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Office of the President

29 January 2005

MEMORANDUM NO. 28

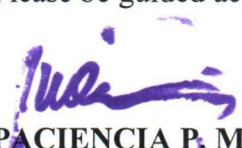
Series of 2005

T O: Ms. Gemma Catorce

R E: Tardiness in Reporting to Office

Records show that you have been tardy for eight (8) 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