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October 19, 1990

MEMORANDUM NO. 171
Series of 1990

T O: SG Antonio Bandalan
SG Virgilio Escasinas
SG Dominador Calle
SG Venerando Jose

R E: Suspension Without Pay

On the basis of the report submitted by the Investigation Committee assigned to investigate the "break in" at the Cashier's Office sometime between March 11-12, 1990, in which you were given the chance to explain your side, the following were found:

1. SG Antonio Bandalan and SG Virgilio Escasinas were assigned to secure the Administration Building and its immediate vicinity under the supervision of SG Dominador Calle from 4:00 p.m. to 12:00 midnight of March 11, 1990.
2. SG Bandalan and SG Escasinas noted that Mrs. H. Bulilan and Mrs. Mary Nuñez were working at the Cashier's Office until 8:15 p.m. of March 11, 1990, sacking the salaries of employees for the following day.
3. The Investigation Committee noted that SG's Bandalan and Escasinas failed to warn SG Godofredo Montajes to take extra precaution in securing the Cashier's Office in view of the existing payroll money.
4. SG Calle informed that he was roving from the Administration building down to the lower campus until 12:00 midnight but when confronted how many times he roved, he admitted having roved only once and monitored the guards only through the radio.
5. SG Bandalan admitted that nobody roved between 8:15 p.m. to 10:30 p.m. and from 11:00 p.m. to 12:00 midnight.
6. SG Venerando Jose was assigned as the Supervising Guard from 12:00 midnight to 8:00 a.m. of March 12, 1990. He made

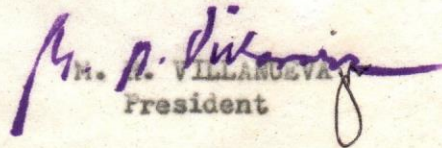
rounds only twice - at 1:00 a.m. and at about 2:00 a.m.

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7. The Committee made an observation that the "robbery" must have occurred between 8:15 p.m. on March 11, 1990 to 4:00 a.m. of March 12, 1990 when the above security guards were on duty. It noted that had these guards been vigilant and had they faithfully discharged their sworn duties, the subject "robbery" could have been prevented. Inasmuch as the "robbery" occurred while these guards were on their tour of duty, they have committed offenses in the performance of their duties.
8. The Committee further stated that such act of negligence, inefficiency and incompetence is punishable by suspension in accordance with the Civil Service Memorandum Circular No. 30, s. 1989.

In view of the above, this Office adopts the reduced penalty recommended by the Committee to put you under suspension without pay for thirty (30) days, effective October 22, 1990.

For compliance.


M. N. VILLANUEVA
President

cc: Security Office
Accounting
Cash
Records
Personnel Office
COA
Board of Trustees
Civil Service Commission