



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

14 December 2006

MEMORANDUM NO. 226

Series of 2006

T O: Ms. Raileen Diaz
Ms. Nelfa Glova
Mr. Andrew Mazo
Mr. Jerry Posas
Ms. Alma Rosillo
Ms. Marilou Sta. Iglesia
Mr. Marlon Tambis
Ms. Pauline Caintic

R E: Habitual Tardiness

The result of attendance monitoring is very alarming as shown in the number of times you were tardy for the period July to October 2006 which is very much in excess of the allowable by the Civil Service Commission as follows:

<u>Name of ODREx Staff</u>	<u>July</u>	<u>Number of Times Tardy</u>		
		<u>August</u>	<u>September</u>	<u>October</u>
1. Ms. Raileen Diaz	-	22	13	13
2. Ms. Nelfa Glova	-	17	15	16
3. Mr. Andrew Mazo	17	23	27	26
4. Mr. Jerry Posas	13	19	17	-
5. Ms. Alma Rosillo	12	13	-	-
6. Ms. Marilou Sta. Iglesia	-	13	10	-
7. Mr. Marlon Tambis	-	14	14	20
8. Ms. Pauline Caintic	20	-	-	20

You are therefore directed to explain in writing why you should not be charged for habitual tardiness as provided for in par. q.1 Section 22, Rule XIV of the Omnibus Rules Implementing Book V of EO 292.

Please be guided accordingly.

PACIENCIA P. MILAN
President

cc: Dr. Othello B. Capuno, ODREx Director
HRMDO
Records
File

List of Administrative Staff within Administration Building Who Came in Late for the Month of September 2006

Name	9/1/06	9/4/06	9/5/06	9/6/06	9/7/06	9/8/06	9/11/06	9/12/06	9/13/06	9/14/06	9/15/06	9/18/06	9/19/06	9/20/06	9/21/06	9/22/06	9/25/06	9/26/06	9/27/06	9/28/06	9/29/06
Acedila, Diana							8:30														
Apelo, Rosalina		8:20		8:15			8:31					8:25	8:15	8:35		8:15	8:35				
Arradaza, Asuncion		8:15									8:26					8:15					
Aureo, Maricel														8:10							
Balbarino, Yulanda				8:10			8:30														
Baldos, Jesus Freddy																8:17					
Bartolini, Manuel																8:20					
Baslan, Maria Fe				8:10									8:15			8:18					
Belarmino, Jouvenal					8:35																
Betonio, Onofre																8:17					
Bustillo, Norieta									8:14												
Co, Jocelyn						4:00-out															
Colis, Honey Sofia				8:10			8:30							8:13			9:37				
Comon, Concepcion				8:10							8:25		8:15			8:18	8:48				
Daquipil, Lolita			8:15				8:31					8:15									
Dela Torre Dorcas			8:38	8:35							9:30	8:18		8:46		9:00					
Diano, Ederlina																8:15	8:21				
Duatin, Cecil Joy						9:55															
Espinosa, Graciana												8:25				8:15					
Flandez, Arlin		8:20																			
Flandez, Virgilio		8:20																			
Galienzoga, Arnolfo																	8:45				
Godoy, Aida						2:15-out															
Godoy, Anita														8:10							
Gravador, Marlie		8:15							8:25				8:15								
Impas, Erlinda		9:10		8:35		9:00	8:30								8:15	8:15					
Impas, Gil		9:10		8:35		9:05									8:15	8:15	8:30				
Israel, Jeanette							9:38														
Lapiceros, Adriana																8:17					
Lao, Marvin														8:20		8:18					
Larrosa, Josefina											3:10-out										
Lemos, Roberta							8:31														
Malnegro, Abdon											8:50										
Managbanag, Lourdes																					

List of Administrative Staff within Administration Building Who Came in Late for the Month of September 2006

Name	9/1/06	9/4/06	9/5/06	9/6/06	9/7/06	9/8/06	9/11/06	9/12/06	9/13/06	9/14/06	9/15/06	9/18/06	9/19/06	9/20/06	9/21/06	9/22/06	9/25/06	9/26/06	9/27/06	9/28/06	9/29/06
Mendoza, Melissa			8:26		8:35	9:00		8:20			9:00										
Nuevo, Corazon							8:30														
Oclinaria, Wenifreda		8:30	8:15		8:44		8:47		8:44												
Olleras, Eusebio							8:32		8:22								8:35				
Redula, Lina																	8:27				
Sarzona, Clarita				8:10	8:44																
Sevilla, Asteria											3:10-out										
Soria, Redempta	8:53		8:30	8:28	8:28	8:35						8:18	8:15	8:35	8:14	9:03	8:40				
Sta. Iglesia, Roque		8:20		8:15			8:19	8:21				8:18	8:20	8:20	8:25	10:13					
Velasco, Eliezer						8:35			8:32												
Villas, Norma																					

List of Administrative Staff Outside Administration Building Who Came in Late for the Month of September 2006

List of Administrative Staff Outside Administration Building Who Came in Late for the Month of September 2006

Name	9/1/06	9/4/06	9/5/06	9/6/06	9/7/06	9/8/06	9/11/06	9/12/06	9/13/06	9/14/06	9/15/06	9/18/06	9/19/06	9/20/06	9/21/06	9/22/06	9/25/06	9/26/06	9/27/06	9/28/06	9/29/06
Abenoja, Anelfa																	1:30			8:05	
Apas, Thelma										8:17					8:20			8:08			
Bales, Milagros	8:40	8:22	8:12			9:10		8:20		9:02				8:54		9:00	8:35	8:25	9:17		9:00
Bandalan, Rosela	8:10		8:05	8:05		8:03									8:17		8:02	8:05	8:05	8:05	8:05
Belarmino, Peter						3:00															
Braga, Eric									8:17								8:12				8:02
Braga, Flores															8:04						
Brit, Chona	8:15				8:05			8:07									8:05				
Bustillo, Noel							8:10			8:12		8:05				8:08	8:07	8:12	8:12	8:09	8:05
Caintic, Pauline		8:20			8:10	8:10										8:20-1:05		8:07	1:05		
Capricho, Joserose					8:07			?					8:08							8:10	
Cardoza, Christine						1:19		1:05													
CasTañas, Benjamin										8:01				8:05				8:06	8:07		
Cosarea, Teresita				8:05														8:05			
Dargantes, Editha	8:02	8:10															8:02				
Delantar, Mcuin					8:03																
Dela Torre, Meriam			8:08			9:00		8:22													
Diaz, Fe Remedios			9:10										9:30				8:10				
Diaz, Raelleen	8:50				9:25	8:08						9:10	8:20		8:43		8:46		8:40	8:16	
			1:45			1:05									1:03	1:03					
Filipino, Carmela																	8:02		8:05		
Flandez, Domingo		8:15																			
Florentino, Nicolasa										8:08											
Flores, Maria Zaida					8:03				8:07											8:05	
Galambao, Marciana	8:05			8:05								8:10									
Gemao, Janeth Ann					8:06							8:07									
Glova, Nelfa		9:00	8:08			8:32		8:16	8:04	8:15	8:23		8:10		8:10					8:10	8:26
	1:02		1:30	1:11							1:05										
Gumba, Bertulfo	8:30				8:03		8:05					8:20			8:15	8:05	8:05	8:15		8:10	8:05
Israel, Joel																8:15					
Jayne, Lorenda			8:03	8:10																	
Lao, Juancho									8:20	8:25				8:25	8:20	8:10			9:45	8:15	8:05
Lasquites, Heide										8:07											
Luna, Miriam				8:45												8:08		8:06			

13

15

List of Administrative Staff Outside Administration Building Who Came in Late for the Month of September 2006

Name	9/1/06	9/4/06	9/5/06	9/6/06	9/7/06	9/8/06	9/11/06	9/12/06	9/13/06	9/14/06	9/15/06	9/18/06	9/19/06	9/20/06	9/21/06	9/22/06	9/25/06	9/26/06	9/27/06	9/28/06	9/29/06
Mantua, Ariel			8:05								8:05	8:05									
Mazo, Andrew	8:25	8:13		8:05	8:10	8:05	8:12	8:08		8:18	8:23		8:19	8:28		8:25	8:12	8:13	8:33	8:10	8:20
	1:05			1:12					1:20		1:30	1:10	1:30	1:17	1:03	1:07				1:15	
Meliton, Vergite																			8:05		
Montejo, Analou																	8:10				
Monteroso, Elena					8:05										8:05			8:03			
Nayre, Shirley					8:10						8:15			9:00	8:35	8:12	8:45	8:30	1:30	8:20	8:25
Ocon, Felix									8:07						8:15		8:05				
Panonce, Junito	8:15-1:12		1:15													1:25		8:30			
Parac, Ammie	8:30				8:12				8:07	8:06			8:16				8:05			8:06	8:05
Parac, Idelfonso	8:06				8:06	8:05			8:03							8:05		8:10	8:10	8:08	8:04
Peque, Elizabeth												8:11									
Petalcorin, Melinda		8:30	8:30		8:07			8:30					8:15	8:25	8:10						
Piamonte, Edito																				8:10	
Posas, Jerry	8:25	8:20	8:30	8:19	8:10	8:27	8:12								8:10		8:17	8:04		8:08	8:05
	1:40					1:08	1:20							1:09	1:08						
Racho, Glenda	8:02						8:01				8:03			8:01						8:02	
Ramirez, Ma. Cristina																				8:05	
Rom, Mario	A						8:05				8:12				8:10			8:20			
Rosillo, Alma					1:05					8:05	1:05	8:05		1:15	1:03	8:08		8:13	8:22		
Sanico, Remegio															8:10	8:07					
Seco, Maria Helen		8:10							8:07	8:07				8:15							
Seroy, Lucena							8:02							8:06							
Solis, Remenita																				8:16	
Soria, Elvira										8:08							9:30	8:15	8:20		8:45
Sta. Iglesia, Marilou		8:15						8:06			8:17				8:20	8:06	9:15	8:50		8:05	
																1:07					1:35
Tambis, Marlon						8:05		8:12	8:12	8:10			8:09	8:10	8:20	8:15	8:20	8:04	10:00	8:17	
														1:07	1:09						
Talisaysay, Ester																					8:26
Teodosio, Socorro																			8:15		
Ternura, Lusvizminda	8:10										8:30							8:10			
Velarde, Rosa Ophelia		8:23				8:44				9:00							8:30		9:23		
Villagonzalo, Ginas Aurea		8:05	8:10			8:05			8:03									8:15	8:05	8:15	

27

18

10

14