

December 21, 1995

MEMORANDUM NO. 152
Series of 1995

TO: SG Gilbert G. Tiempo

- given to me. f. Jesus on 1-8-96 by Carlos V.

RE: Violation Committed for the Offense Under
Par. III.2.a. of the Disciplinary Procedures
for Security Guards as Approved by BOT per
its Resolution No. 40, s. 1995

As reported by the Security Officer, duly indorsed by the Chief Security Officer and the Administrative Officer V, you violated our office rules/regulations by abandoning your post without being properly relieved when you were on AWOL on November 9, 1995. Having found the existence of a prima facie evidence against you, you are therefore formally charged of the above offense.

You are therefore given seventy-two (72) hours from receipt of this memorandum to give your answer to the charge.

Please be informed of your right to avail the services of a counsel and to request for a formal investigation of this case.

Attached please find supporting documents for your guidance.



SAMUEL S. GO
President

cc: OVPA

OAA

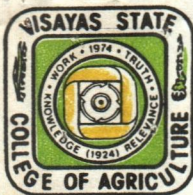
Security Office

Personnel

Records

File

- dr 1/9/96
- 1/8/96
- 1/8/96-4:30 p.m.
- 1/8/96
- 1/8/96



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte
Philippines

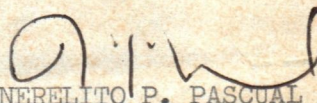


OFFICE OF THE VICE PRESIDENT

2nd Indorsement
December 15, 1995

Respectfully forwarded to the VISCA President recommending approval of the attached decision of the Administrative Officer V.

The undersigned has called on SG Gilbert Tiempo and learned from him that he is willing to face a formal investigation.


NERELITO P. PASCUAL
Vice President for
Administration

Approved: [Handwritten Signature]

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

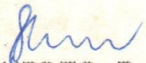
1st Indorsement
December 8, 1995

Respectfully forwarded to the College President through the Vice President for Administration the herein report of the Security Officer as to the violation committed by SG Gilbert G. Tiempo of the disciplinary procedures for Security Guards for being absent without approved leave (AWOL) on November 9, 1995.

Review of the report and supporting documents reveals that a prima facie evidence exists against SG Gilbert G. Tiempo for violating office rules/policies and regulations by abandoning his post/area of duty without being properly relieved. His unapproved leave of absence on said date (November 9, 1995) would further strengthen this allegation.

The undersigned, in her capacity as Administrative Officer V of the College, tried to settle the matter at her level. Unfortunately, both parties stood pat and refused to come to a compromise. In fact when asked if he is willing to face a formal investigation to allow him to present his evidence, SG Tiempo gave a positive response.

In view of this, I would like to recommend the formal filing of a charge against SG Gilbert G. Tiempo for violation of the offense as spelled out under par. III.2.a. of the Disciplinary Procedures for Security Guards duly approved per BOT Resolution No. 40, series of 1995.


LOURDES B. CANO
Administrative Officer V

Visayas State College of Agriculture
Baybay, Leyte

Office of the Security Services

27 November 1995

Dr. Zosimo M. De la Rosa
OIC, Chief Security Officer
Visayas State College of Agriculture
Baybay, Leyte

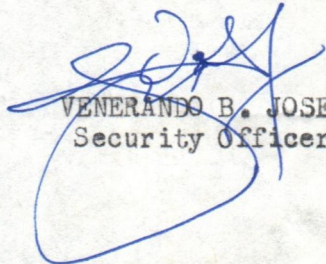
Subject: Investigation Report on Absent Without Leave (AWOL)
by security guards, Gilbert G. Tiempo & Gregorio
C. Cano, Jr. Last 9 November 1995.

S i r :

The grave offense committed by two of our security guards, Gilbert G. Tiempo and Gregorio C. Cano, Jr. had been considered a "SOCIAL DISEASE" and rated "DANGEROUS" to our security force operating within VISCA campus territory. It has been a common knowledge to everyone in our unit, these two erring guards have been continuously and habitually violating our standing VSF disciplinary procedures inspite our recent re-orientation training conducted last July 3-5, 1995 at ATI, VISCA. Per records, Tiempo and Cano have grossly violated/committed offenses before and after the re-training of all VISCA security guards.

In this connection, may I strongly recommend ten(10) days suspension for SG Gilbert G. Tiempo and five(5) days suspension for SG Gregorio C. Cano, Jr corresponding for grave offense they have rampantly committed.

Very truly yours,


VENERANDO B. JOSE
Security Officer I

cc:

x

Received: 11/28/95 9:00 A.M.

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Recd:
11/29/95
4:10 P.M.
an

VISCA SECURITY FORCE

Visayas State College of Agriculture
Baybay, Leyte

OFFICE OF THE CHIEF SECURITY OFFICER

29 November 1995

DR. NERELITO P. PASCUAL
Vice President for Administration
ViSCA, Baybay, Leyte

Thru: **MRS. LOURDES B. CANO**
Administrative Officer V


Dear Mrs. Cano,

Attached herewith are the results of the investigation conducted by the Security Officer, Mr. Venerando Jose, dated November 27 and 28, 1995 recommending the suspension of the two members of the Security Force who have violated the disciplinary procedures instituted by the college.

In fairness to the security guards named in the reports and in order for that Office to hear their sides and to evaluate the degree of the offense committed, I am strongly endorsing this case to you for further investigation and for an appropriate administrative action.

Thank you for your support and immediate action.

Very truly yours,


ZOSIMO M. DE LA ROSA
OIC, Chief Security Officer

cc: Security Officer
File