



MEMORANDUM

No. 57 s. 2024

TO : DR. BEATRICE D. MABITAD
HRMO Designate
FROM : Campus Director
DATE : 8 April 2024
SUBJECT : Submission of Weekly Report on Tardiness and Absences

As part of our attempt to “make right” our “wrong practices”, I am requiring you as HRMO Designate to submit to my office a weekly report on the attendance (tardiness and absences) of our faculty and staff. Please include in your weekly report those to get out of the campus during office hours without permits. As you may already know, according to CSC rules and guidelines, habitual tardiness and absences (unexcused) are grounds for dismissal from public service.

Please submit your report to my office every Monday, preferably in the morning.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

Copy furnished:

- Department and Office Heads
- SSG and SPO
- Guards