



MEMORANDUM

No. 21 s. 2024

TO : All Regular Faculty (with or without designations) and Staff
FROM : Campus Director
DATE : 28 August 2024
SUBJECT : Reiterating previous memo on attendance and office hours

This is to reiterate my previous memo that pursuant to Civil Service Commission (CSC) Memorandum Circular No. 21, series of 1991 or Policy on Government Working Hours for Government Officials and Employees, you are all required to report to your respective offices from 8:00am to 5:00pm, Mondays through Fridays (with one hour break from 12:00nn to 1:00pm).

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCA
Campus Director