



## MEMORANDUM

No. 147 s. 2024

TO : **Prof. Lyra Rodriguez, Head, Business and Management Department**  
FROM : Campus Director  
DATE : 29 October 2024  
SUBJECT : **Attendance in Flag Raising Ceremony**

While I wish to congratulate you for a nearly perfect attendance of your department in flag raising ceremonies for the month of September 2024, records show that **Prof. Bonard B. Torres** had never attended the said ceremony in the month of October 2024. Kindly ask him to explain in writing why the habitual absences (of course, for the month of October only). Please submit to my office the requested document on or before 5:00pm, Monday, 4 November 2024.

I understand that we may have valid reasons for our absences. But I just want to put everything in writing.

Please see the attached collated attendance for your reference.

For your strict compliance.

In the service of God, country, and EVSU,

**DR. JEFFRY OCAY**  
Campus Director

Copy furnished:

- HRMO *Jr. 10-30-24*
- Head, Admin and Finance Services

Received:

As - *sgj* 10/30/24