



## MEMORANDUM

No. 149 s. 2024

TO : **Prof. Engr. Joel Capala, Head, Engineering Department**  
FROM : Campus Director  
DATE : 29 October 2024  
SUBJECT : **Attendance in Flag Raising Ceremony**

Based on records, it appeared that several faculty members of the Engineering Department incurred habitual absences for the months of September and October 2024. Kind you please ask the following to explain in writing why the habitual absences:

**Engr. Rechel Caliwan**  
**Engr. Michael Mendoza**  
**Engr. Phoebe Lanzaderas**

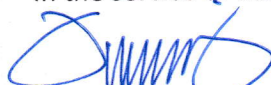
Please submit to my office the requested document on or before 5:00pm, Monday, 4 November 2024.

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

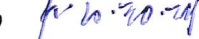
Please see the attached collated attendance for your reference.

For your strict compliance.

In the service of God, country, and EVSU,

  
**DR. JEFFRY OCAY**  
Campus Director

Copy furnished:

- HRMO 
- Head, Admin and Finance Services

Received:

AO - SJ 10/30/24

*"Building Globally Competitive Professionals"*

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