



MEMORANDUM

No. 14 s. 2024

TO : **Prof. Alan Mabitad, Head, Industrial Technology 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 ceremony for the months of September and October 2024, I noticed that **Prof. Gilbert Anthony Abaño** 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.


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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 *J. M. 30-24*
- Head, Admin and Finance Services

Received :
AO - *gaj* 10/30/24

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