



MEMORANDUM

No. 152 s. 2024

TO : Dr. Richard Impas, Head, Admin and Finance Services
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 the staff in the Admin and Finance Services Office in flag raising ceremonies for the months of September and October 2024, records show that some incurred habitual absences. For this reason, kindly ask the following to explain in writing why the habitual absences (of course, for the month of October only).

Ms. Cherly Hernandez
Mr. Ronel Valeriano
Ms. Sara Orge

Also, as you know too well, you as Head of the Admin and Finance Services had never attended the flag raising ceremonies for the months of September and October. Needless to say, as Head of the Admin and Finance Services, you are supposed to act as a role model. Kind explain also in writing why the glaring absences in the said ceremony.

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 OCAAY
Campus Director

Copy furnished:

- HRMO

J. 10-29-24

Received:

AO - *sfj* 10/15/24 9:17am

"Building Globally Competitive Professionals"