



# LEYTE STATE UNIVERSITY

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*Office of the President*

13 April 2005

**MEMORANDUM NO. 86**

Series of 2005

**T O: Ms. Fe Remedios L. Diaz**

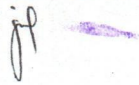
**R E: Additional Assignment**

Per recommendation by the Office of the Director of Administration, you are hereby directed to monitor attendance of all OVPRE administrative/research staff. Specifically, you are hereby directed to ensure that the logbook of attendance is properly used.

At the end of every month, please submit your report of attendance of OVPRE staff to the Office of the Director for Administration, attaching therein a photocopy of your logbook. Also, please make sure that only entries in the logbook should be reflected in the DTR to be prepared by the staff concerned to support their claim for salaries or wages.

For immediate compliance.

  
**PACIENCIA P. MILAN**

President 

cc: Dr. J. L. Bacusmo, OVPRE  
Dr. L. B. Cano, ODA  
HRMDO  
Records  
File