

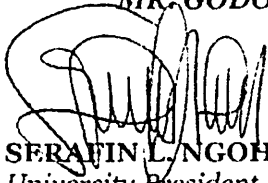


Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 38, s. 2015

To : **ALL EMPLOYEES CONCERNED**
Chief Administrative Officer/ Director of Finance
This University

**Attention: DR. JULIET DANIELS, MRS. DOMINGA LUNAG and
MR. GODOFREDO SONICO**

From : 
SERAFIN L. NGOHAYON, Ph.D.
University President

Subject : **Immediate withholding of salary of all employees who failed to submit their DTR's as per Memorandum Order No. 39, 2008.**

Date : April 17, 2015

1. Civil Service Laws and regulations require the prompt and timely submission of Daily Time Records (DTRs) by employees. The same is required under the University's rules and regulations;
2. The above requirement for the payment of salaries of employees was reiterated in the undersigned's Memorandum Order No. 39-2008. However, records show that to-date, the following employees failed to submit their DTRs on the months appearing opposite their names, to wit:

Name	Months	Remarks
1. Julie Guay	June, July, August, September, October, November, December 2014	6 months
2. Jill Saquing	October, November, December 2014 & January, February 2015	5 months
3. Celso Bulayungan	November, December 2014	2 months
4. Romeo Monayao	January, February 2015	2 months
5. Frenuel Dulnuan	January, February 2015	2 months
6. Eulogio Millano	January, February 2015	2 months
7. Primo Whigan	February 2015	1 month
8. Jovel Ananayo	February 2015	1 month

3. All concerned employees whose name appears in the matrix above are hereby instructed to submit their DTRs immediately on or before April 22, 2015 or their salary for the month of May will be withheld as per Memorandum No. 39-2008.
4. Mrs. Dominga Lunag, the Human Resource Management Officer is instructed to inform the Finance department of any employee who fails to comply with the required submission of DTRs.
5. Dr. Juliet Daniels, the Director of Finance/ Finance Management Officer and Mr. Godofredo Sonico, Administrative Officer in-charge of payroll, are instructed to strictly implement Memorandum Order No. 39-2008 and withhold the salaries of employees without DTRs as required.
6. For immediate compliance.

cc: Chief Administrative Officer/ Director for Administrative Services, ADCO members