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#### DEPARTMENT OF COMPUTER STUDIES

OFFICE MEMORANDUM No. 01 s 2022 April 28, 2022

140. 01 8 2022

TO

: FACULTY MEMBERS / STUDENT

FROM : CARLO P. MALABANAN, MIT

IT Program Coordinator

RE : MEMO FOR ATTENDANCE AND TARDINESS TO

FACULTY/STUDENT

This letter serves to provide an official warning for your unfavorable attendance records for this academic session [PERIOD].

It has been noticed that you have been consecutively absent and coming late for all your classes during the academic period. If your attendance in the upcoming days does not improve, then you will not be granted permission to [DETAIL]. If you have a valid reason for incurring those absences like medical issues or concerns, please present a photocopy of your doctor's prescription and medical certificate.

Further violation of our attendance policies will require the school to call for your parent regarding your consecutive and long absences and tardiness. Please be guided accordingly.

Acknowledged by:

JOSE LERIO V. BATULA, MIT Chairperson Date: April 28, 2022

# **Memo For Tardiness And Absences**

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