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DEPARTMENT OF COMPUTER STUDIES

OFFICE MEMORANDUM
No. 01 s 2022

April 28, 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

L Cohen



Memo For Tardiness And Absences:

Delve into the emotional tapestry woven by Emotional Journey with in Experience **Memo For Tardiness And Absences** . This ebook, available for download in a PDF format (*), is more than just words on a page; itis a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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