

UNIVERSITY OF THE PHILIPPINES MANILA
8th Floor, Central Block, PGH Building, Taft Avenue, Manila
The Health Sciences Center

Office of the Chancellor

27 August 2013

MEMORANDUM NO. MBA-2013-099

TO : Deans/Directors/Heads of Offices
Attention: Administrative Officers/Designates

FROM : *Original Signed*
MANUEL B. AGULTO, M.D.
Chancellor

SUBJECT : Monthly Report on Non-compliance to the Wearing of
Prescribed Uniform/ID

Effective September 2013, all units and offices shall submit on a monthly basis, a report on non-compliance to the wearing of prescribed uniform/ID. This is in consonance with Memorandum No. CMBA-2013-060 re: New Prescribed Uniform effective June 2013.

Please be guided by the attached form when submitting your report to the Human Resource Development Office. Submission of report is on or before the 10th of the following month.

For information, guidance and strict compliance.

MONTHLY REPORT ON NON-COMPLIANCE TO MEMORANDUM NO. CMBA-2013-060
Re: New Prescribed Uniform Effective June 2013

For the month of _____, 2013
Unit: _____

A. NO UNIFORM

Name	Date of Non-compliance	Remarks

B. NO I.D.

Name	Date of Non-compliance	Remarks

Prepared by:

Certified correct:

Administrative Officer

Dean/Director/Head

Note: Please submit report to the Human Resource Development Office on or before the 10th of the following month for immediate action.