



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
Visayas Ave., Diliman, Quezon City  
Telephone Nos: (02)924-7977, 924-7971 Telefax: 924-7973  
Mobile Number: 09178367009  
URL: <http://www.nmis.da.gov.ph>  
e-mail: [nmis@da.gov.ph](mailto:nmis@da.gov.ph) and [nmis@nmis.gov.ph](mailto:nmis@nmis.gov.ph)

**MEMORANDUM**

**ORDER No.** 2-2011-11

**TO :** ALL REGIONAL TECHNICAL DIRECTORS

**FROM :** *JCB* **ATTY. JANE C. BACAYO, DVM, MPA**  
Executive Director

**SUBJECT:** DEADLINE ON SUBMISSION OF MONTHLY ATTENDANCE REPORT

**DATE :** 11 February 2011

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Upon review of the submission of your Monthly Attendance Report, Personnel Section noticed that some regions are not submitting said report on time which is every 10<sup>th</sup> day of the following month.

In view hereof, you are hereby directed to submit the Monthly Attendance Report on or before every 15<sup>th</sup> day of the following month. Non-submission will automatically hold your region's salary for the following month.

**FOR STRICT COMPLIANCE.**

cc:

- DED
- Regional Offices
- OIC-Admin.
- Personnel Section
- Records
- e-group



The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.