_____ Term, AY _____

Meeting: _____

Place: _____

Date and Time:_____

ATTENDEES	TIME IN	SIGNATURE

NOT PRESENT	REASON: OFFICIAL BUSINESS (OB); VACATION LEAVE (VL); SICK LEAVE (SL); OTHERS (PLEASE SPECIFY)

Please return a copy of this form to the Office of the Vice Chancellor for Lasallian Mission and Exterrnal Relatons

Thank you.

Lasallians on the DOT (Definitely on Time) is a De La Salle University campaign to strengthen a culture of punctuality and honesty. The program is being undertaken in response to a memorandum issued in September 2008 by the Commission on Higher Education, which urges higher education institutions in the country to support its Project W.A.T.C.H. (We Advocate Time Consciousness and Honesty).