



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

26 June 2013

MEMORANDUM NO. 15

Series of 2013

T O: All Heads of Offices/Units/Centers/Projects
R E: Renewal of Contract of Job Order Workers

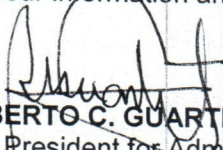
Please be reminded of the renewal of contract of your respective Job Order Workers effective 01 July 2013. As requirements for the renewal of their contract, please inform them to submit the following documents:

1. Filled-up **Personal Data Sheet** form which is available at the PRPEO, and
2. Photocopy of Philhealth ID Card.

Please inform them also that effective July, payment of their respective monthly PhilHealth contribution should be done individually. All receipts of payments should be kept and a photocopy of each payment and PhilHealth ID Card should be presented upon renewal of their respective contract in January 2014. Non-payment of PhilHealth contributions may be a ground for the non-renewal of their contract.

The clerks who are assigned to prepare their payroll are advised not to deduct anymore from their wages any amount for PhilHealth contribution.

For your information and guidance.


ROBERTO C. GUARTE
Vice President for Administration and Finance

cc:

OP
ODF
Accounting
Cash
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PRPEO
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