



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

---

## Office of the President

23 September 2015

MEMORANDUM CIRCULAR NO. 51

Series of 2015

**T O: All Designated Utility Workers**

**R E: Uniform Flexi-time**

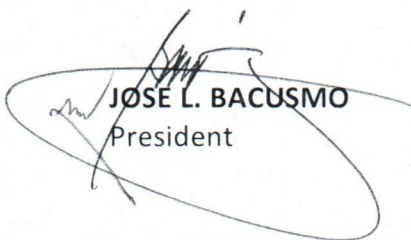
Based on the recommendation of the Non-Academic Personnel Board (NAPB), all Utility Workers should follow a uniform reporting time schedule, to wit:

Academic units	- 6:30 – 10:30 a.m. ; 1:30 – 5:30 p.m.
Administrative units	- 7:00 - 11:00 a.m. ; 1:30 - 5:30 p.m.

All utility workers must report to their respective academic/administrative units during the said schedule for whatever tasks they have to accomplish.

This memorandum shall take effect starting October 1, 2015.

For guidance and compliance.

  
**JOSE L. BACUSMO**  
President

cc: PRPEO