



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

02 February 2015

MEMORANDUM NO. 4

Series of 2015

TO : Dr. Elwin Jay V. Yu

RE : Rendering Services on an **"On-Call Status"** for the period 3-6 February 2015

Due to the exigency of your services and as part of our assistance to the on-going EVRAA Meet which is partly held in our university, you are hereby directed to render services on an **"On-Call Status"** for the period 3-6 February 2015 with all the privileges attached for rendering such services.

For your information and guidance.

A handwritten signature in black ink, appearing to read "Roberto C. Guarate", is written over a horizontal line.

ROBERTO C. GUARTE

Vice President for Admin.& Finance

cc: OP
ODAHRD
ODF
Budget
Accounting
Records
Legal Office