



**VISAYAS STATE UNIVERSITY**  
**Visca, Baybay City, Leyte 6521-A**  
Philippines

TeleFax: +63 53 563 7108

e-mail: [ovpaf@vsu.edu.ph](mailto:ovpaf@vsu.edu.ph); website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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*Office of the Vice President for Administration & Finance*

07 December 2015

**MEMORANDUM NO. 28**

Series of 2015

**T O :** All Heads and Personnel of the following Centers/Colleges/Departments/Offices/  
Units under Bert's Group:

DBS	DLABS	DMPS	DoPAC
DAE	DCST	DGE	DME
DCE	ALUMNI	NCRC	OP
BUDGET	CASH	ODAHRD	OVPAF
ODF	RECORDS	OUS	IASO
ACCOUNTING	PCC	ATI	ILFMU
CoEng	VSU-TVET	LEGAL	RERC
INFORMATION	PRPEO		

**R E :** Bert's Group Participation in the 2015 University-Wide Christmas Party

As discussed during the meeting on 07 December 2015 regarding the participation of our group to the University-wide Christmas Party on 17 December 2015, please be informed/reminded of the following details:

- **Group Color** : Red
- **Contribution**
  - Directors/Office Heads (with RATA) - Php 2,000.00
  - Center/Department/Office/Unit Heads (without RATA) - 500.00
  - Regular Faculty & Staff - 200.00
  - Part-timers - 150.00
  - Job Order - 100.00

Note: Contributions should be collected by the clerks of the concerned Center/College/Department/Office/Unit and should be remitted on or before 15 December 2015 to Finance Office care of Ms. Ma. Roberta S. Miraflor.

- **Food Committee**
  - Chairman : Ms. Vivian V. Balbarino
  - Vice Chairman : Ms. Jessamine C. Ecleo
  - Members : Ms. Corazon U. Nuevo
  - Ms. Antonieta D. Israel
  - Ms. Ma. Roberta S. Miraflor

- **Group Presentation In-charge**

- Ms. Corazon L. Alvarez (Coordinator) & Co.
- Mr. Raymund M. Igcasama (Asst. Coordinator) & Co.
- Ms. Maricel V. Aureo & Co.

Note: First practice is on Monday, 14 December 2015, 5PM, at the DLABS Auditorium

- **Pledges**

- Vegetable Salad - VSU Guest House

For your information and guidance.

*Robert C. Guarate*

**ROBERTO C. GUARTE**

Vice President for Administration and Finance  
& Coordinator – Bert's Group

*DIC OUPA F*

*12/9/15*