

OFFICE OF THE PRESIDENT

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph



Management System ISO 9001:2015

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21 December 2020

MEMORANDUM NO. 501 Series of 2020

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All Concerned

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E:

Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on the following dates:

Name	Schedule of Leave
Jansel Joi C. Villas	Dec. 21, 22 & 23, 2020
Dalisay F. Andres	Dec. 9, 10, 14, 15 & 16, 2020

Anent to this, you are directed to report to office to do your duties and responsibilities.

Please be guided accordingly.

President

CC;

RSPPRO

Records

File