



VISAYAS
STATE UNIVERSITY

OFFICE OF THE VICE
PRESIDENT FOR
**ADMINISTRATION
AND FINANCE**

25 June 2024

OVPAF MEMORANDUM CIRCULAR NO. 05
Series of 2024

TO : ENTITLED VSU EMPLOYEES

RE : CY 2024 Uniform/Clothing Allowance (U/CA) and University Polo Shirt

This is to inform you that the administration will release the remaining amount of the C.Y. 2024 uniform/clothing allowance (U/CA), totaling P1,000.00, to all entitled VSU employees through your respective LBP-ATM accounts.

In connection with this, please be advised that you must allocate P500.00 for the payment of the VSU centennial polo shirts pre-ordered last April-May 2024. This amount should be handed over to your respective dDRCs.

Furthermore, the dDRCs are responsible for collecting payments from employees who have pre-ordered the VSU Centennial Polo Shirt, including payments from Job Order (JO) workers per office/unit. These collections must be remitted to Ms. Valerie C. Valenzona, the Collecting Officer of the Cash Office, on or before July 15, 2024.

Your cooperation in this matter is greatly appreciated. Thank you!


ELWIN JAY V. YU
Vice President for Administration and Finance