

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

www.tuv.com ID 9108658749

29 December 2020

MEMORANDUM NO. __512 Series of 2020

T O: Mr. Virgelio M. Alao

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 21, 22, 23, 28, & 29, 2020.

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

Please be guided accordingly.

EDGARDO E. TULINg.

President

cc: RSPPRO

Records

File