

JAS

Visayas State University

Visca, Baybay, Leyte 6521-A Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: www.vsu-visca.edu.ph

Office of the President

23 December 2010

MEMORANDUM NO. 277
Series of 2010

To:

Mr. Jovel M. Aberilla

Mr. Ricardo C. Nanggan, Jr. Ms. Mary Jean M. Sapan

Re:

Recall of Forced Leave

Due to the exigency of your services, your applications for forced leave on the following dates are hereby recalled.

Mr. Jovel M. Aberilla

Dec. 17, 20, 21, 22 and 23, 2009

Mr. Ricardo C. Nanggan, Jr.

Dec. 20, 21, 22, 23 and 28, 2009

Ms. Mary Jean M. Sapan

Dec. 20, 21, 22, 23 and 28, 2009

You are requested to report to office on the said dates to take charge/manage the Baybay Fiesta 2010 Sports activities. Please be guided accordingly.

President

Cc: Ms. Teresita L. Quiñanola - PRPEO