



VISAYAS STATE UNIVERSITY

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Office of the Vice President for Administration & Finance

28 August 2013

MEMORANDUM NO. 17

Series of 2013

- T O:** All Heads of Offices/Centers/Units and Concerned Faculty and Staff
- R E:** Non-compliance of 204 Faculty and Staff to register on-line their Pag-IBIG membership

It has come to the attention of this office that some of the faculty members and staff of your office/center/unit have not yet submitted their on-line membership registration to the Home Development Mutual Fund, known as Pag-IBIG Fund. As per OVPAF Memorandum No. 18, s. of 2012, all faculty and staff who are members of the Pag-IBIG Fund, should have been registered on-line by 31 December 2012. Because of this, our remittance for Pag-IBIG Fund contributions for the month of July 2013, which was supposedly remitted to Pag-IBIG Ormoc Branch, was no longer accepted because of non-compliance of the said requirement.

In this connection, all heads of offices/centers/units are directed to remind all the concerned faculty and staff in your office/center/unit to register on-line their Pag-IBIG membership not later than 06 September 2013. Failure to do so would mean the dropping of their names from the VSU remittance list. Also any penalties, surcharges and/or interest due to non-remittance of their contributions shall be charged to their own account. Once registered, please submit a copy of your approved registration to ODF for documentation.

For your guidance and compliance.


ROBERTO C. GUARTE
VP for Administration and Finance

cc: ODF
Accounting
PRPEO
File