



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
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MEMORANDUM NO. 05
Series of 2017

T O : ALL VSU EMPLOYEES

R E : 2017 Renewal of GSIS Group Accident Insurance

Please be informed that VSU's Group Accident Insurance with the Government Service Insurance System (GSIS) is due for expiry this month of April 2017. In view of this, all interested employees who would like to renew or apply for said insurance are requested to fill up the attached application form. Also attached herewith is the list of premiums from GSIS for your reference.

Clerks of the different Departments/Centers/Institutes/Offices/Units are requested to take charge of the finalization of the list of their applicants and the collection and remittance of the payment to the Cash Division on or before April 25, 2017.

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol', with a horizontal line extending to the right.

REMBERTO A. PATINDOL
Vice President for Administration and Finance