



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

Visca, Baybay City, Leyte 6521-A
Philippines
Phone/Fax: +63 53 563 7108
Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph

15 January 2018

MEMORANDUM NO. 2
Series of 2018

**T O: All VPs, College Deans, Department Heads and Heads of
Administrative Office and Units**

R E: Dialogue on FY 2018 Budget Allocation and Purchase Request

You are hereby invited to attend the Dialogue on FY 2018 Budget Allocation and Purchase Request on Wednesday, 17 January 2018, 9:00 AM at OVPAF Conference Room to discuss the annual budget preparation activity of the university. This would allow us to discuss the different issues and plans of your office which needs budgetary requirements.

Kindly bring with you a copy of your PPMP and Purchase Request. You can have a representative if you not are available on the said date.

Below are schedule of dialogue by batch:

- Instruction (Higher Education) - 9:00 am
- Administrative & Support Group - 2:00 pm

Your presence is highly appreciated.

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol'.

REMBERTO A. PATINDOL

Vice President for Administration and Finance

cc: Office of the President
Records Office
File