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Office of the President

12 December 2012

MEMORANDUM CIRCULAR NO. 88

Series of 2012

T O: All VSU Regular Employees Concerned

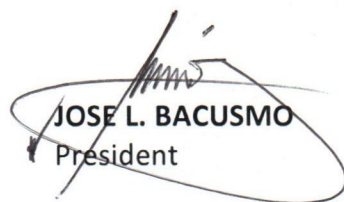
R E: Submission of Authenticated Copy of BIR TIN Card and NSO Birth Certificate

Please be informed that with the eGMIS web-based updating of plantilla effective November 15, 2012 in preparation for the national payroll system, there are information on Tax Identification Number (TIN) and date of birth not accepted/rejected by the eGMIS.

As suggested by the DBM Central Office, these TIN and dates of birth should be validated with a copy of documentary evidences.

Your cooperation is earnestly requested so that our payroll will not be affected by any deficiency of information in our plantilla.

For strict compliance.


JOSE L. BACUSMO
President