



# Visayas State University

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## Office of the President

19 October 2010

**MEMORANDUM CIRCULAR NO. 58**

Series of 2010

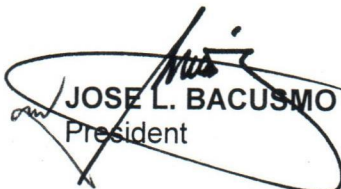
**T O: All VSU Faculty and Staff**

**R E: Transient Occupancy at the VSU Manila Office**

The VSU Manila Office has encountered some problems in accommodating faculty and staff who have travels to Manila and would like to stay overnight or longer in the lodging facilities without reservations. Since the VMO lodging facility also serve as one of the income generating projects of the university, any room vacancy is given to individuals from other agencies (private or public) on a first come first serve basis thus, VSU employees are sometimes not accommodated especially when they come without prior reservation.

With its limited number of rooms for transient occupancy, for priority accommodation, faculty and staff especially those who come in groups and would like to stay at the VMO lodging facilities are requested to make their reservations ahead of time (at least three [3] days before the scheduled date of occupancy).

For your information and guidance.

  
**JOSE L. BACUSMO**  
President