

October 1, 1987

MEMORANDUM NO. 117
Series of 1987

TO: Mrs. Delia Silao

RE: REASSIGNMENT TO VISCA BAYBAY

You are hereby directed to report to the Office of Graduate School, VISCA, Baybay, Leyte effective immediately following the final decision of the Board of Trustees as per Board Resolution No. 25, s. 1987, a copy of which is attached. It must be noted that the Director of Civil Service Tacloban referred your case to the Board of Trustees as per letter dated August 14, 1987 for decision. In the first place, the earlier instruction to you to report to VISCA Baybay is executory notwithstanding the appeal you had filed with the Civil Service Commission.

We have noted that you have been absent without leave (AWOL) for more than 30 days as of this writing. If you fail to report to the Graduate School within 15 days from receipt hereof, we can only assume that you are no longer interested to the position and that we are free to fill it up. If a case of abandoning position upon acceptance of contractual position is established, the above order shall be disregarded automatically.

For strict compliance.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Dir. Purificacion Jorda
Board of Trustees
Dr. L. L. Manalo
Personnel
✓ Records
File