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Office of the President

20 January 2010

MEMORANDUM CIRCULAR NO. 2

Series of 2010

T O: All VSU Employees

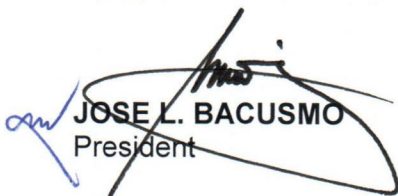
R E: Yearly Medical Examination

In compliance with CSC MC No. 40, Series of 1998, all VSU employees regardless of status are required to undergo annual medical examination to ensure that they are fit to continue working and early signs of medical problems are detected and addressed as well as the health of co-workers are not jeopardized. Tests for said examination include Urinalysis, CBC and X-ray.

X-ray examination will only be required once every two years. However, an annual X-ray examination may be required by our Resident Physician on a case to case basis.

The medical certificate should be submitted to the HRMDO not later than January 30, 2010. Said certificate will be used as basis for inclusion in next month's payroll.

For guidance and compliance.


JOSE L. BACUSMO
President

cc: Dr. Elwin Jay V. Yu
VSU Hospital