



04 September 2019

**MEMORANDUM NO. 336**  
Series of 2019

- T O:**
- |                              |                  |
|------------------------------|------------------|
| Mr. Victor Barraza           | - VSU Alangalang |
| Mr. Ronnie Luriaga           | - VSU Alangalang |
| Ms. Gina Ellorimo            | - VSU-Isabel     |
| Ms. Angel Ellorimo           | - VSU-Isabel     |
| Ms. Delma Deles              | - VSU-Isabel     |
| Mr. Adrian Colon             | - VSU-Isabel     |
| Ms. Lesley Oliveros          | - VSU-Isabel     |
| Mr. Edrian Carbo             | - VSU-Tolosa     |
| Ms. Gaylieza delos Santos    | - VSU-Tolosa     |
| Ms. Lea Pagpagon             | - VSU-Tolosa     |
| Ms. Jenalyn Fumar            | - VSU-Tolosa     |
| Mr. Randy Briones            | - VSU-Tolosa     |
| Ms. Rosalie Esperas          | - VSU-Tolosa     |
| Ms. Dana Mapula              | - VSU-Tolosa     |
| Ms. Jolly Conversion Marquez | - VSU-Villaba    |
| Ms. Jecil Yuzon              | - VSU-Villaba    |
| Ms. Daphne Laine Ayo         | - VSU-Villaba    |
| Ms. Rosefel Dumape           | - VSU-Villaba    |
- R E: Writeshop for the Free Higher Education Billing, 1<sup>st</sup> semester, 2019-2020**
1. You are hereby directed to participate in the writeshop for the Free Higher Education Billing, 1<sup>st</sup> semester AY 2019-2020 on the following schedule:

September 5, 2019	- VSU-Alangalang and VSU-Isabel
September 6, 2019	- VSU-Tolosa and VSU-Villaba
  2. The objective of the activity is to reconcile, consolidate and finalize the billing requirements for submission to the CHED UniFAST on September 14, 2019
  3. You are required to bring your laptop and the billing data that you prepared for your respective campuses.
  4. It is understood that travel expenses shall be charged to your respective colleges or campuses subject to usual auditing rules and regulations.

For your compliance.

  
**EDGARDO E. TULIN**  
President

*Vision: A globally competitive university for science, technology, and environmental conservation.*  
*Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*