



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 157
Series of 2024

TO: All Job Order Employees

RE: Conduct of University Clean-Up

FROM: DR. PROSE IVY G. YEPES
University President

DATE: August 2, 2024

All Job Order employees are advised to **render service on August 3, 2024; 8:00 am - 5:00 pm (Saturday)**. It will serve as an alternative to cover salaries for the non-working holidays in August. Please be informed that during this day, all Job Orders are expected to report to the VSU market area for a clean-up activity. This clean-up is a key component of our preparations for the 71st Commencement Exercises.

Job Order employees are assigned to clean the **VSU market area, including the pathways adjacent to the VSU market (Warner Apartments and Kilbourne Drive)**, as well as the area **near the VSU fence along the highway**. Participation in this clean-up is encouraged but not mandatory.

Additionally, Engr. Marlon G. Burlas, Director of PPO, is tasked with providing logistical support, including lawnmowers, tractors, trailers, dump trucks, and other necessary equipment. Please also **bring your own cleaning materials**, such as bolos, broom sticks, garbage bags, dust pans, or any other cleaning tools you can use. Assigned areas should be cleared of unwanted vegetation and garbage.

Morning and afternoon attendance will be monitored.

Your full support and cooperation in this endeavor are highly appreciated.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-02
V05 06-06-2024
No. **24-167**