

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Website: www.vsu.edu.ph

12 April 2019

MEMORANDUM NO. 199 Series of 2019

T O: All Concerned

R E: Claims of Salaries and Wages for March 28 & 29, 2019 Work Suspension

Anent to the queries received on the claims for salaries/wages for casual and JO workers during the Work Suspension last March 28 & 29, 2019.

This office hereby directs the concerned heads of units/offices/colleges/departments/ centers to issue a certification for those casual and JO workers who actually reported to work on those dates. The certification has to state strong justifications why the concerned JO has to work despite work suspension. Moreover, said certification shall be used to support claims of salaries and wages.

Please be guided accordingly.

EDGARDO E. TULIN

President