



07 June 2023

**MEMORANDUM CIRCULAR NO. 91**  
Series of 2023

**T O: All VSU Employees**  
**R E: One-Time Rice Assistance**


The One-Time Rice Assistance is a subsidy from the Philippine government that grants a uniform quantity of 25 kilograms of rice to all qualified government employees.

In this regard, all Regular, Casual, Contractual (hired in 2022), and Job Order (those who received Gratuity Pay for 2022) employees are requested to proceed to the Office of the Vice President for Administration and Finance (OVPAF), 1<sup>st</sup> Floor, Administration Building for the signing of the Acknowledgement Receipt Form on the following schedule:

- June 9, 13 & 14 – Surname starting from Letter A to I
- June 15, 16 & 19 – Surname starting from Letter J to Q
- June 20-22 – Surname starting from Letter S to Z

Please bring your VSU ID or any government-issued ID. Failure to sign the said receipt form will not receive the One-time Rice Assistance.

For strict compliance.

  
**EDGARDO E. TULINO**  
President *oic* 6/8/23