



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.vsu-visca.edu.ph

Office of the President

26 November 2009

MEMORANDUM NO. 239
Series of 2009

T O: Dr. Lourdes Cano
Engr. Nestor Israel
Engr. Alex Tulin
Engr. Apolonio Incierto
Mr. Amando Albarico
Mr. Remegio Sanico

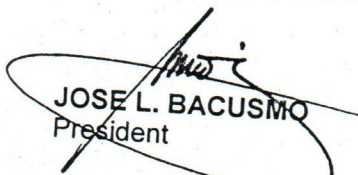
R E: Disconnection of Electricity and Water Supply at Dr. Buzon's Cottage and
Dismantling of the Extension and Fence of Dr. Guarte's Cottage

This office has issued with finality Memorandum directing Dr. Buzon to vacate the housing unit she is currently occupying not later than 6 December 2009.

In this connection, you are directed to disconnect the electricity and water supply of the said housing unit on 4 December 2009. Any furniture, fixtures, or equipment that will still be found in the said housing unit on 7 December 2009 should be properly accounted for, removed, and stored in a safe place on that same day.

You are also directed to coordinate and assist Dr. Guarte in dismantling the extension room and fence of his cottage to give way to the construction of sidewalk with the recommended dimension and clearance.

For your guidance and compliance.


JOSE L. BACUSMO
President

cc: VSU Housing Commission Sec.
Dr. Buzon
Dr. Guarte
File