



# Visayas State University

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## Office of the President

11 September 2014

MEMORANDUM NO. 220

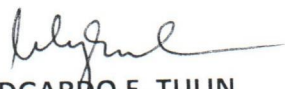
Series of 2014

**T O: Ms. Yolanda U. Balbarino**  
Administrative Aide III  
Cash Office

**R E: Return to Work Order**

Based on records, you have been absent since August 18, 2014 without prior Approved Leave of Absence. Hence, you are required to report to work as soon as possible for you to perform your assigned duties at the Cash Office, otherwise VSU would be forced to comply with Section 35 of Omnibus Rules Implementing Book V of Executive Order No. 292. Said law states that officers and employees who are absent for at least thirty (30) days without approved leave are considered on Absence Without Leave (AWOL) and shall be dropped from the service after due notice. However, when the exigencies of the service require his immediate presence and he fails/refuses to return to the service, the head of office may drop him from the service even prior to the expiration of the 30 day period abovestated.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
Officer-in-Charge