



28 January 2019

**MEMORANDUM NO.** 33

Series of 2019

<b>TO:</b>	Mr. Victor Barraza	- VSU Alangalang
	Mr. Ronnie Luriaga	- VSU Alangalang
	Ms. Gina Ellorimo	- VSU Isabel
	Ms. Angelyn Hermoso	- VSU Isabel
	Ms. Delma Deles	- VSU Isabel
	Mr. Adrian Colon	- VSU Isabel
	Ms. Lerley M. Oliveros	- VSU Isabel
	Mr. Edrian Carbo	- VSU Tolosa
	Ms. Gaylieza delos Santos	- VSU Tolosa
	Ms. Lea Pagpagon	- VSU Tolosa
	Ms. Jenalyn Fumar	- VSU Tolosa
	Mr. Randy Biones	- VSU Tolosa
	Mr. Rocky Marco	- VSU Tolosa
	Ms. Rosalie Esperas	- VSU Tolosa
	Ms. Dana Mapula	- VSU Tolosa
	Ms. Reena Rose Abonales	- VSU Tolosa
	Ms. Jolly Conversion Marquez	- VSU Villaba
	Ms. Jecil Yuzon	- VSU Villaba
	Ms. Daphne Laine Ayo	- VSU Villaba
	Ms. Rosefel Dumape	- VSU Villaba

**Subject:** Writeshop for the Free Higher Education Billing, 2<sup>nd</sup> Semester, AY 2018-19

1. You are hereby directed to participate in the writeshop for the Free Higher Education Billing, 2<sup>nd</sup> Semester AY 2018-19 on February 1 – 3, 2019 at USSO, VSU, Visca, Baybay City, Leyte. To hasten completion of the billing, the writeshop shall start at 9:00am on February 1, 2019.
2. The objective of the activity is to reconcile, consolidate and finalize the billing for submission of the soft copy to the CHED UniFAST on February 4, 2019. The hard copy or the print out shall be submitted after CHED UniFAST's advise.
3. You are required to bring the laptop and necessary data/information on free tuition billing of your respective campuses.
4. It is understood that travel expenses shall be charged to your respective colleges or campuses subject to usual auditing rules and regulations.

For your compliance

  
**EDGARDO E. TULIN**  
President