

OFFICE OF THE PRESI

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph

Website: www.vsu.edu.ph

TÜVRheinland CERTIFIED

Management System ISO 9001:2015

www.luv.com ID 9108658749

29 December 2020

MEMORANDUM NO. 513 Series of 2020

T O: Dr. Lynette C. Cimafranca

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 14, 15, 16, & 17, 2020.

Anent to this, you are directed to report to office to do your duties and responsibilities.

Please be guided accordingly.

EDGARDO E. TULIN

President

cc: RSPPRO

Records

File