

MEMORANDUM NO. 973

Series of 2024

TO: **All Concerned**

RE: **Recall of Leave**

FROM: **DR. PROSE IVY G. YEPES**
University President

DATE: **December 26, 2024**

In the exigency of the service, you are hereby recalled from your approved of absence on the following dates:

Name of Staff	Date Covered	Services Needed
Ms. Ma. Fe L. Gayanillo	Dec. 23, 2024 Dec. 26, 2024	<ul style="list-style-type: none">• Prepare contract for new-faculty scholars to commence on CY 2025• Process requests on attendance to trainings & other L&D activities• Prepare excerpts of VSFC-AC meetings
Ms. Jennifer E. Ando	Dec. 26, 2024	<ul style="list-style-type: none">• Conduct meeting with NAPB on Audit of Personnel• Act on contract of services of JO employees
Ms. Honey Sofia V. Colis	Dec. 23, 2024 Dec. 26, 2024	<ul style="list-style-type: none">• Act on payrolls on personnel salary and benefits• Act on NAPB excerpts• Prepare comments on alleged nepotism on hiring at VSU Villaba• Draft OP memo on recall of leave

Please be guided accordingly.