



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

18 December 2015

MEMORANDUM NO. 223

Series of 2015

T O: Prof. Alan B. Loreto

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 18, 21, 22, 28 & 29, 2015. Your services are needed, among others, to attend to the Bids and Awards Committee meetings, oversee the preparations for the distribution of bundle of joy to the JOs and other related administrative functions.

For compliance.


EDGARDO E. TULIN
President

cc: PRPEO - 8 12/20
Records
File