



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

04 February 2015

MEMORANDUM NO. 5

Series of 2015

- TO :** All Directors of Offices and Heads of Units under the Office of the Vice President for Administration and Finance (OVPAF)
- RE :** Presentation and Discussion of the Criteria Used in the Evaluation and Ranking of Offices and Units under the OVPAF for 2014 PBB and Submission of OPCR for CY 2015

You are directed to attend a meeting on 05 February 2015, 10:00 AM at the Office of the OVPAF Conference Room to present and discuss the criteria used by this office in the evaluation and ranking of the performance of the different Offices and units for 2014 PBB and so discuss the preparation and submission of OPCR for CY2015.

For your information and compliance.

A handwritten signature in black ink, appearing to read "Roberto C. Guarate", is written over a horizontal line.

ROBERTO C. GUARTE

Vice President for Admin. & Finance

cc: OP
OVPI
OVPRE
OVPPRG
Records
Legal Office