



# VISAYAS STATE UNIVERSITY

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*Office of the President*

8 August 2007

**MEMORANDUM CIRCULAR NO. 42**

Series of 2007


**T O: All VSU Faculty and Staff**

**R E: Participation of all VSU Faculty and Staff on August 11, 2007**

In order to ensure full participation by all VSU faculty and staff on our anniversary activities on August 11, 2007, including the anniversary ball, this office declares August 11 an official working day. In exchange, August 13, 2007, Monday shall be declared as free day.

Henceforth, those who will not be present during the August 11, 2007 activities should file a leave of absence. All Department/Office Heads and Center Directors shall submit to this office on August 14, 2007 a handwritten list of faculty and staff (to be done by the faculty and staff concerned) who attended our anniversary activities. Each department/office/center shall assign a staff to secure the signature of those present during said day.

For the information and compliance of all concerned.

  
**PACIENCIA P. MILAN**  
President