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Office of the President

9 December 2014

**MEMORANDUM CIRCULAR NO. 66**

Series of 2014

**T O: All Heads of Offices/Units/Centers/Projects**

**R E: Requirements for Appointment of Job Order Workers**

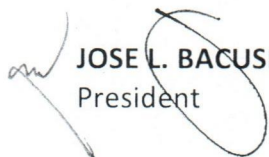
Please inform all Job Order workers under your supervision to comply with all the requirements for the renewal of their appointment effective January 1, 2015, to wit:

1. Personal Data Sheet (*revised form effective CY 2015 – form available at the PRPEO*);
2. Photocopy of Official Receipt (O.R.) of payment of Philhealth premium of the previous quarter; and
3. Option of Withholding Tax Deduction (*form available at Accounting Division*)

Philhealth membership for all Job Order (J.O.) workers is compulsory.

In order to expedite the processing of appointments, all clerks and utility messengers should see to it that the above stated required documents are attached to the appointment.

For information and strict compliance.

  
**JOSE L. BACUSMO**  
President

cc: PRPEO  
Accounting Div.  
Records Div.  
File