



VISAYAS STATE UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE
Visca, Baybay City, Leyte

August 26, 2015

Memorandum No. 18
Series of 2015

T O : All Department Heads, College Deans, Center Directors, Office Head and concerned Employees

R E : Briefing on the preparation of Obligation Request & Status (ORS) and Budget Utilization Request and Status (BURS)

Relative to ODF Memorandum No. 1 dated June 29, 2015, please send the clerk who are in charge of processing vouchers/payroll and Utility of your office to attend a briefing on the above subject on August 28, 2015 (Friday), 9:30AM at the OVPAF Conference Room.

This activity is aimed to facilitate payments of various government transactions and to ensure the proper preparation of documents (ORS and BURS).

For your information and guidance.

A handwritten signature in black ink, appearing to read 'Roberto C. Guarate'.

ROBERTO C. GUARTE
VP, Administration and Finance