

Office of the President

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph

Website: www.vsu.edu.ph

15 May 2017

MEMORANDUM NO. 252

Series of 2017

T O: Dr. Victor B. Asio

Ms. Perlie R. Berezo

Prof. Ernesto F. Bulayog

Ms. Victoria G. Palermo

R E: Non-Submission of Mandatory Document (PDS) Required by the Civil Service

Commission

Records show that in spite of the extended deadline, you still failed to submit the new PDS required by the Civil Service Commission.

You are therefore given until tomorrow, May 16, 2017, 5:00 p.m. to comply and submit to ODAHRD the required document, otherwise, disciplinary action will be initiated.

Please be guided accordingly.

EDGARDO E. TULIN

President