



# Visayas State University

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## Office of the President

19 December 2014

MEMORANDUM NO. 264

Series of 2014

**T O: All Concerned**

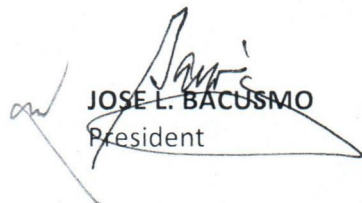
**R E: Overtime Work**

In an effort to accomplish the requirements for the 2014 PBB, the following staff and personnel are directed to do overtime work:

- Purchase (canvass/PO) of materials not included in the bidding.
  - Mr. Alex Tulin and all staff of the SPMO
- Repeat orders (PO/voucher processing)
  - Ms. Alice Flores, Ms. Jessamine Ecleo, Ms. Rosela Bandalan, Mr. Alex Tulin, Ms. Erlinda Esguerra and Ms. Corazon Nuevo
- Billing (concrete hollow blocks, etc.)
  - Ms. Alice Flores, Engr. Mario Valenzona, Mr. Mario Bantugan
- Billings (electricity)
  - Engr. Apolonio Encierto, Mr. Mario Bantugan, Ms. Gina Loreto
- Purchase of Fuel/Oil/Lubricants (voucher preparation and processing)
  - Ms. Lucena Poliquit

Further, all administrative offices whose services are needed to facilitate the processing of papers are required to have enough personnel to do the job.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President