



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

Memorandum No. 03
Series of 2015

TO : All Part time Instructors, Job Order Personnel (Laborer and Clerk) and Contract of Services personnel (Research Aide and Assistants) of Internally and Externally funded Projects

Date : February 2, 2015

SUBJECT : **Dialogue with BIR Personnel on issue of withholding taxes**

Please attend to a briefing regarding proper withholding taxes of Job Order on February 6, 2015 (Friday) 9:30 am at the First floor of Center for Continuing Education Building. An authorized representative from the Bureau of Internal Revenue (BIR), Revenue District Office No. 89, Ormoc City will give insights on the appropriate interpretation of Job Order withholding taxes. Representatives from VSU Accounting Office will also join the forum for implementation in VSUs financial transactions.

Your attendance is a must.

For strict compliance.

A handwritten signature in black ink, appearing to read "Roberto C. Guarte", written over a horizontal line.

ROBERTO C. GUARTE
VP, Administration and Finance