



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Philippines

TeleFax: +63 53 563 7108

e-mail: ovpaf@vsu.edu.ph; website: www.vsu.edu.ph

Office of the Vice President for Administration & Finance

02 December 2015

MEMORANDUM NO. 26

Series of 2015

T O : MS. CLARA P. MERCADO

R E : Temporary Assignment at VSU Hospital

In view of the resignation of Ms. Glenda E. Racho as Clerk of the VSU Hospital, you are hereby temporarily assigned thereat effective upon receipt of this memorandum. A request for the replacement of Ms. Racho is still for deliberation by the Non-Academic Personnel Board and final action by the University President.

For your information and guidance.

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

ROBERTO C. GUARTE

Vice President for Administration and Finance

CC:

Records
ODAHRD
Acctg
Budget
ODF