

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



Management System ISO 9001:2015

www.tuv.com ID 9108658749

20 December 2021

MEMORANDUM NO. 720 Series of 2021

T O: Mr. Raul T. Bagarinao

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on December 22, 23, 27, 28 & 29, 2021.

Anent to this, you are directed to report to office to do your duties and responsibilities.

Please be guided accordingly.

EDGARDO E. TULIN

President

cc: OHRSPPR

Records

File