



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

Memorandum No. 9
Series of 2018

2 May 2018

T O: ALL JOB ORDERS/ PARTTIMERS

R E: Registration or Update

Relative to the issuance of Revenue Regulation No. 11-2018, all JOB ORDERS/PARTTIMERS are required to register or update their registration at BIR, Ormoc City.

Please bring the following during the registration or update.

1. New Registrants:

- a. Photocopy NSO birth certificate if Single or Photocopy of Marriage Contract if Married
- b. Photocopy of Approved Appointment or Contract
- c. 2 copies of Annex B-2 (Notarized)
- d. P 500.00

2. Update for those registered already but used the BIR form 1902/1904:

- a. Photocopy of Approved Appointment or Contract
- b. Filled up BIR Form 1901(2 copies)
- c. 2 copies of Annex B-2 (Notarized)

3. Those who were registered already but used the BIR Form 1901 are no longer required to register or update their registration but still required to submit Annex B-2.

For strict compliance.

A handwritten signature in black ink, appearing to read "Remberto A. Patindol", is written over a horizontal line.

REMBERTO A. PATINDOL
VP, Administration and Finance