



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

31 July 2014

MEMORANDUM NO. 06
Series of 2014

TO : All Concerned Employees in the Administration Building
RE : Uniform during the 90th VSU Anniversary Parade.

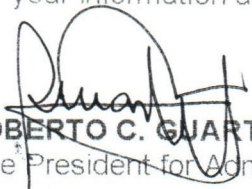
Please be informed that as agreed during the "VP Admin Group" meeting held last 28 July 2014 at the OVPAF Conference room, it was agreed that we use our last year's Anniversary T-Shirt with orange and black color combination or the Python uniform during the 90th VSU Anniversary Parade on 10 August 2014.

Also, I am negotiating for the re-printing of the said T-shirt, minus the year of the print, with the regular cut only. If you are interested, please signify in the attached form your name and size of the T-shirt for normal cut.

Heads of the different offices and units housed in the Administration Building are requested to facilitate collecting the names of interested staff and submit this to Ms. Alice Flores for consolidation and submission not later than 01 August 2014 for immediate printing.

Please prepare about P300.00 for the said T-Shirt. Actual cost will be known tomorrow. Please see the attached sample T-Shirt.

For your information and guidance.


ROBERTO C. GUARTE
Vice President for Admin. & Finance

cc: OP