

## Visayas State University

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601 website: <u>www.vsu.edu.ph</u>

Office of the President

19 December 2012

MEMORANDUM NO. 308
Series of 2012

T O: Dr. Lourdes B. Cano

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence from December 20-21 & December 26-28, 2012. Your services are needed, among others, to attend to the expected validation by representative from the CSC Central Office of VSU's compliance to good governance requirements particularly on citizen's charter and to prepare for the expected distribution of the PBB.

For compliance.

JOSE L. BACUSMO

President

cc: PRPEO Records File