

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

21 December 2018

MEMORANDUM NO. <u>396</u> Series of 2018

To:

Ms. Connel D. Antipaso

Re:

Recall of Leave

Due to the exigency of your services, your application for force leave on Dec. 18-21, 2018 is hereby recalled. You are directed to report to office on the said dates to do your duties and responsibilities as Admin. Officer II.

Please be guided accordingly.

EDGARDO E. TULIN President

cc: Ms. Teresita L. Quiñanola - Head, PRPEO