



## VISAYAS STATE UNIVERSITY

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### Office of the Vice President for Administration & Finance

25 April 2014

MEMORANDUM NO. 04

**T O: VSU Employees**  
**R E: Renewal of GSIS Group Accident Insurance**

Please be informed that our group accident Insurance with the GSIS will expire on April 2014. Employees who are interested to renew their accident insurance are requested to fill up the attached forms. Office Clerks are also requested to make a summary of applicants in your respective Department/Center/institute/Office/Units and submit the same to the Cash Division together with the payments on or before April 30, 2014.

For your information and guidance.

  
**ROBERTO C. GUARTE**  
Vice President for Administration and Finance

*Group Insurance*

# Application Form

TOTAL