

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

15 August 2016

MEMORANDUM NO. 197
Series of 2016

TO

All University Library Staff

Engr. Mario Valenzona & GSD staff

RE:

Relocation of University Library Materials and facilities to the New Library

Building

With the leadership of Ms. Andreli D. Pardales, you are advised to facilitate and act on the relocation of materials and facilities from the Old Library Building to the New Library Building the soonest time possible. The operation shall include setting up of interior arrangements as well as the rooms required for the location.

For your compliance.

EDGARDO E. TULIN

President