



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

10 October 2014

MEMORANDUM NO. 11

Series of 2014

TO : Mr. Alex P. Tulin - Head SPMO
Ms. Velma P. Bontuyan - Head Property Office

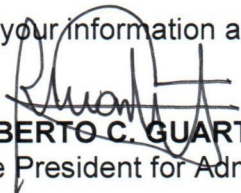
RE : Observance in the Filing of Overtime Permit Before Rendering or Using the SPMO-Property Office Beyond Office Hours.

With the influx of various office supplies, materials, and equipment to our university from different sources, the SPMO-Property Office is now filled with these valuable items that need to be protected from outsiders. Being housed in one building with the same entrance and exit doors, there is a need for your two (2) offices to establish policies on who will be allowed to enter the building, especially outside office hours.

As a matter of policy, all overtime work that will be conducted inside the building by any staff of the two offices shall have first overtime permit from the Office of the Vice President for Administration and Finance. The permit may be filed on a weekly or monthly basis. All staff conducting overtime work shall indicate in the Office Logbook the "**Time-In**" and the "**Time Out.**" In addition, there shall be no **Social Functions** that shall be conducted in the said building by any of the two (2) offices if the social activity involves other people that are not part of the two offices.

You are then directed to observe the above mentioned policy.

For your information and compliance.


ROBERTO C. GUARTE
Vice President for Admin. & Finance

cc: OP
ODAHRD
Security Office
Records
Legal Office