



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

21 June 2013

MEMORANDUM NO. 13
Series of 2013

TO: ABENOJA, Evelio A. 

AURE, Rev Rhizza L. 

BANDE, Marlito Jose M. 

CALUNANGAN, Victor D. 

COME, Renezita S. 

ENAGE, Susan M. 

LAURON, Ramil L. 

TABADA, Paul Winston W. 

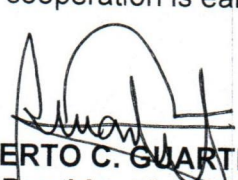
R E: Submission of supporting documents for renewal of your appointments

The ODAHRD have been calling your attention through phone for the submission of documents to support the renewal of your appointments. This verbal follow up is in addition to the official notice which stated **'failure to submit the required supporting papers on or before May 16, 2013, salaries starting May 16, 2013 will be withheld for clearance requirement as this will serve as their last salary'**.

In spite of the official and written notice and verbal follow ups, the required documents to support the renewal of your appointments has not been submitted.

You are therefore given until June.24, 2013 to comply with this requirement; otherwise, your salary for June 16-31, 2013 will be withheld.

Your cooperation is earnestly requested.


ROBERTO C. GUARTE
Vice President for Admin. & Finance