

## 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



29 December 2022

MEMORANDUM NO. 774
Series of 2022

T O: All Concerned

R E: Recall of Leave

In the exigency of the service, you are hereby recalled from your approved leave of absence on the following dates:

Name	Schedule of Leave
Louella C. Ampac	December 21-23 & 29, 2022
Alicia M. Flores	December 23, 2022

Anent to this, you are directed to report to office to do your duties and responsibilities.

Please be guided accordingly.

EDGARDO E. TULIN

President

cc: RSPPRO

Records File