



VISAYAS
STATE UNIVERSITY

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MEMORANDUM NO. 10

Series of 2017

T O : ALL VSU EMPLOYEES

R E : Update of Personal Information at LBP

In compliance with Land Bank of the Philippines (LBP) Advisory, all VSU faculty and staff, whether 1) Regular-Permanent, Temporary & Substitute, 2) Casual and Contractual, 3) Part-time Instructors, Adjunct Professors, Guest Lecturers and Professor Emeritus and 4) Job-Order Workers must update their personal information and specimen signatures with LBP Baybay Branch. This is in preparation for the distribution of the **New ATM-Europay MasterCard Visa (EMV)** chip-based cards for our payroll.

In order to facilitate updating, the required forms will be distributed to office clerks by PRPEO starting July 25, 2017 (Tuesday).

Below are the suggested steps on what Office/Unit/Department Clerks must do:

1. Get the LBP forms of all staff of your unit from PRPEO and distribute the forms to the concerned staff.
2. Explain to the staff how to fill-out the form based on the instructions provided.
3. Collect ALL accomplished forms with the 2 pcs. 1" x 1" ID Picture, photocopy of ID's with signature and return these documents to PRPEO.
4. Have ALL accomplished forms received by the PRPEO staff in-charge of LBP updating on or before August 9, 2017 (Wednesday).

Your cooperation will be highly appreciated.

REMBERTO A. PATINDOL

Vice President for Administration and Finance