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Office of the Vice President for Administration & Finance

14 May 2014

MEMORANDUM NO. 05

Series of 2014

TO : ALL JOB ORDER WORKERS

SUBJECT : PAYMENT OF WAGES THRU ATMs

In compliance with **DBM Circular Letter No. 2013-16A** dated February 6, 2014 Re: Expanded Modified Direct Payment Scheme for creditors/payees (both internal and external) or otherwise known as **Checkless Payment Mode**, you are directed to submit to Cash Office c/o Mrs. Corazon C. Nuevo, VSU Cashier your ATM Number.

Effective May 31, 2014, your wages will be credited to your ATM account. This will mean that no ATM no salary policy.

The PRPEO shall prepare the summary list of payroll of job order workers based on the approved payroll to be submitted by the Cash Office. These two offices are advised to coordinate with each other for smooth implementation of this new scheme for payment of wages of job order workers.

For your compliance.

A handwritten signature in black ink, appearing to read "Roberto C. Guarte", written over a horizontal line.

ROBERTO C. GUARTE

Vice President for Administration and Finance