

1817  
February 16, 1994

MEMORANDUM NO. 17  
Series of 1994

T O : Dr. Nerelito P. Pascual  
Engr. Nestor M. Israel  
Ms. Norma V. Cala  
Ms. Rosario L. Paulo  
Ms. Anecia C. Fernandez  
Ms. Milagros L. Gamotin

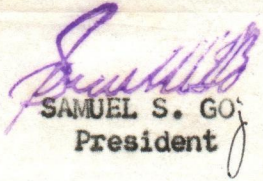
Please be guided by the annual development plans of your unit/office/department/center for CY 1995 which should be submitted to the Office of the President on or before March 1, 1994, copy furnished the Planning and Development Office and your respective directors.

R E : Payment of Monthly Electric Bill From LEYECO  
The undersigned appealed to the members of the LEYECO Board during its January meeting that the penalty for delayed payment of electric bills for the months of December and January be condoned. The total amount that ViSCA is supposed to pay in terms of penalty is P33,191.48.

The appeal was granted only after a long discussion and after the undersigned promised that starting from February up to November of each year ViSCA shall pay its electric bill on or before the 10th day of each month.

In view of the foregoing commitment staff members concerned in the payment of electric bills should see to it that electric bills are paid on or before the 10th day of each month from February to November of each year. Ms. Fernandez should reserve enough amount each month to avoid any delay in the payment of electric bills from LEYECO. If necessary, borrowing from the trust fund for the use of electricity shall be resorted to.

Please be guided accordingly.

  
SAMUEL S. GO  
President