

OFFICE OF THE PRESIDENT

16 March 1987

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MEMORANDUM NO. 29  
Series of 1987

T O: All VISCA Regular Staff

R E: Revision of Memo Circular No. 56 series of 1977 Re: Compliance with Administrative Requirements regarding Daily Time Record/ Service Record

Due to computerization of regular payrolls, it has become necessary to modify the scheduling of submission of daily time records (DTR, for administrative staff) and certificate of service rendered (CSR, for academic staff) as contained in Memo Circular No. 56, s. 1977.

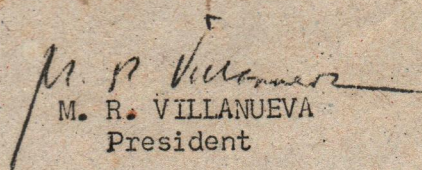
Consequently, the following must be followed:

1. All employees of the College shall submit their DTRs (for administrative staff) and CSRs (for academic staff) for the current month within the first three days of the succeeding month to their respective department or office heads, who, in turn, should submit them to the Personnel Division.
2. The Personnel Division shall consolidate and make the report to the Office of Administrative Office, copy furnished the Accounting Division, not later than the 6th day of the month.

This report of the Personnel Division will be the basis of the Accounting Division for the preparation of the 1st quincena payroll.

An employee who fails to submit his DTR or CSR on time shall be excluded in the payroll and may receive his accumulated salary on the second quincena of the following month.

For strict compliance.

  
M. R. VILLANUEVA  
President