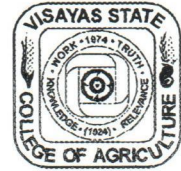


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



8 June 2000

MEMORANDUM CIRCULAR NO. 66

Series of 2000

T O: All Concerned

R E: Paying Lodgers in ViSCA Cottages and Constructed Extensions

A task force was created to study the possibility of collecting ViSCA's share to the rentals paid by students to ViSCA staff accepting lodgers in their cottage or in any extension constructed for the purpose. After getting feedbacks from staff and students concerned, the task force came out with the following recommendation which was subsequently approved by this office:

- a) To impose 10% rental sharing for those students housed in the ViSCA building;
- b) For those cottages built by staff for student housing, to impose lease rental on the space occupied by the building using the rental rate imposed by ViSCA to private entrepreneurs such as Bayantel, Big Mak and Brutus.

In view of this, the Office of Student Affairs is directed to submit a list of students staying in staff cottages together with the rates of rental these students are paying. In addition, OSA is requested to disseminate to these students concerned that only 90% of the agreed rate shall be paid to the staff while the 10% will be directly collected by the Cashier and shall become part of the student's account with the College. The list submitted by OSA shall become the basis in recording these accounts in the student's record kept at the Cash Division.

For those with house extension at the back of staff cottages, the OSA is requested to submit a list to PPO and LUAPU who shall coordinate in measuring the area occupied by the extension. LUAPU shall submit a list and the corresponding amount of lease rental to the Cash Division who is directed to effect the necessary collection from the staff concerned.

For immediate implementation.


PACIENCIA P. MILAN
President

cc: OSA
PPO
LUAPU
Cash Div.
Records
File