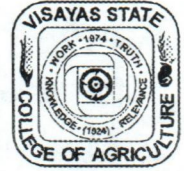


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



26 February 2001

MEMORANDUM NO. 45

Series of 2001

**T O: Dr. Manuel K. Palomar
Dr. Rodolfo G. Escalada
Dr. Jose L. Bacusmo
Ms. Roberta C. Lemos
Ms. Norma V. Cala - Secretary**


R E: Budget Review/Allocation Committee

With Dr. Manuel K. Palomar as Chairman, please constitute yourselves into a Budget Review/Allocation Committee effective immediately until December 31, 2001 with the following duties and responsibilities:

1. To conduct college-wide budget hearing and to decide what program/activities shall be funded out of the year 2001 budget;
2. To determine the amount to be allocated from centralized fund for contingency/miscellaneous requests;
3. To submit to the Office of the President the recommended amount to be sub-allotted to various units of the College out of the year 2001 budget based on the need of the unit and not on past year's allocation.

However, due to the monthly release of allocation from DBM, the committee monitors through the FMO the amount to be programmed for the various units.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Prof. D. M. Tadtud, Jr.
OVPAA
OVPA
Records
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