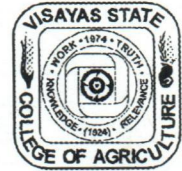


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



16 November 2000

MEMORANDUM CIRCULAR NO. 91


Series of 2000

T O: All Concerned

R E: Unliquidated Cash Advances

Accounting records show that there are unliquidated cash advances as of September 2000. In this connection, all concerned are requested to liquidate all cash advances not later than December 1, 2000 otherwise all outstanding balances after said cut-off date shall be deducted from your payroll on December 15, 2000.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. N. P. Pascual
Ms. R. C. Lemos
Ms. C. U. Nuevo
Ms. N. V. Cala
Records
File