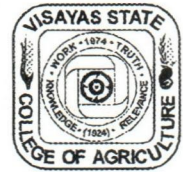


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



5 May 2000

MEMORANDUM CIRCULAR NO. 31

Series of 2000

T O: All Concerned

R E: Application to Collect Mid-Year Bonus and Cash Gift

If you opt to collect one-half of your bonus and cash gift for the year 2000, please submit your application to the HRMDO not later than May 15, 2000.

For your guidance.


PACIENCIA P. MILAN
President

LOAN APPLICATION/AGREEMENT

<i>Applicant:</i>	<i>Appointment Status:</i>
<i>Dept./Office/Center:</i>	<i>Basic Monthly Pay:</i>
<p>I hereby apply for an interest-free loan equivalent to one-half (1/2) of the amount of the Year-End Bonus and Cash Gift for CY 2000, referred to as year-end benefits, pursuant to Budget Circular No. 11 dated 31 October 1996 as amended by Budget Circular No. 11-B dated 30 March 1998. I hereby agree that the said amount shall be deducted from the full amount of the year-end benefits accruing to me during the current year.</p>	
<hr style="width: 80%; margin: 0 auto;"/> Signature of Applicant	<hr style="width: 80%; margin: 0 auto;"/> Signature of Co-Maker ¹
<hr style="width: 80%; margin: 0 auto;"/> Name & Position in Print	<hr style="width: 80%; margin: 0 auto;"/> Name & Position in Print
<p>1)</p> <p>THIS IS TO CERTIFY THAT: (1) The above applicant is an employee of the ____ has rendered four (4) months service as of this date, and is not on leave of absence without pay nor AWOL; (2) there is no pending case against him; (3) he/she will notify the concerned officials of his/her resignation or separation from the service before October 31 of the current year.</p>	<p>2)</p> <div style="text-align: center; margin-bottom: 20px;"> <hr style="width: 80%; margin: 0 auto;"/> Date </div> <p>For the loan granted by virtue of this application, this office agrees to automatically deduct one-half from the borrower's full amount of the year-end benefits.</p>
<hr style="width: 80%; margin: 0 auto;"/> Signature of Office Head	<hr style="width: 80%; margin: 0 auto;"/> Signature of HRMDO Official
<hr style="width: 80%; margin: 0 auto;"/> Name & Position in Print	<hr style="width: 80%; margin: 0 auto;"/> Name & Position in Print
<hr style="width: 80%; margin: 0 auto;"/> Signature of Director, HRMDO	<p>3) APPROVED:</p>
<hr style="width: 80%; margin: 0 auto;"/> Name & Position in Print	<hr style="width: 80%; margin: 0 auto;"/> Signature of President/ Authorized Representative
	<hr style="width: 80%; margin: 0 auto;"/> Name & Position in Print

¹For Casual & Contractual Employees Only