

Date: March 11, 1988

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EXCERPT FROM THE APPROVED MINUTES OF THE VISCA BOARD OF TRUSTEES
ON ITS 11th MEETING HELD ON March 11, 1988T O: All Heads AT THE 11th MEETING HELD ON March 11, 1988

- Offices of the President and Vice President
- Office of Business Affairs
- Accounting Office
- Budget Office
- Cash Division
- Commission on Audit
- Internal Control Unit
- General Services Office
- Personnel Office
- Supply/Property Management Office
- Cebu/Manila Offices
- Records Office

SUBJECT: INTEGRATED ADMINISTRATIVE SUPPORT FUND

In accordance with the approved plan for Integrated Administrative Support Fund under Board of Trustees Resolution No. 04 s. 1988, the College shall implement the new rates effective January 1, 1988 until December 31, 1988. Continuation of the giving of honoraria and the rates given will be subject to review by the Board. Please note that the giving of honoraria from various project funds will now be stopped based on the above Board Resolution. Furthermore, the attached guidelines indicate the rates based on position. They do not suggest that all those occupying such positions are automatically entitled to honoraria.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President

Signature: *A. R. Villanueva*

Board Secretary

Officer, Cashier, etc.) shall be entitled to honoraria based on the attached schedule (Appendix A) which shall be charged to the Integrated Administrative Support Fund. Likewise, non-supervisory administrative staff may be granted honoraria from the same fund performing work above the normal workload. However, honoraria may not be granted to non-supervisory personnel if the unit opts to hire additional personnel to cope with the added workloads.