

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

August 25, 1999

MEMORANDUM NO. 73

Series of 1999

T O : ALL VISCA RESIDENTS
R E : ELECTRICITY MATTERS

Please be informed that the LEYECO will start the recalibration of VISCA's electric meters on September 1, 1999. The recalibration will be done by batch and those who will be affected are encouraged to cooperate. In case of defective meters, the records of previous electric bills, shall be adjusted accordingly.

As agreed with the PPO, electric meter reading shall be done every end of the month. Thus, you are hereby reminded to be present during the said date or you may request your representative to be present during the reading. In addition, the person present during the reading is requested to countersign at the reading card and record book of the meter reader.

Please be informed also that the request of the VFA Board that previous electric accounts prior to 1999 be treated as donation and be given a grace period of 3 & 1/2 years has been referred to COA for resolution.

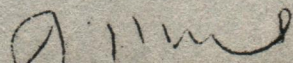
The following policies were approved by the President's Advisory Council in relation to electricity:

- a. A penalty of 2 percent per month shall be imposed for non-payment of electric bills after the due date. The due date starts on the 15th day of the following month. A fraction of one month delay is equivalent to one month and more than a month delay is considered 2 months, more than 2 months is considered 3 months, etc.

However, you are reminded to check the bill before the due date and submit your complaints to the OVPA or else the said bill will be automatically considered as final and becomes the basis in the computation of penalties.

- b. Failure to pay the electric bills for three successive billings shall be further penalized by disconnection. A reconnection fee of P500.00 shall be imposed to the requisitioner.
- c. Payments of electric bills shall be done at the Cash Division and report of collection by the Cash Division shall be submitted to OVPA and Accounting Division every month for proper recording.

For your information and compliance.


NERELITO P. PASCUAL
Officer-In-Charge

cc: OVPA
PPO
Records
File