

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

March 4, 1997


Memorandum No. 28  
Series of 1997

T O: All Department/Office Heads and Center Directors  
R E: Processing of payrolls for contract services and  
revised payroll

Please be informed that effective March 15, 1997, the processing of payrolls for job contract services shall be done in batch per Department or Center concerned by preparing a general payroll instead of individualized claim. This should be done to minimize voluminous paper work and hasten the speed in the processing of claims. For laborers who have been transferred from PS to MOOE, the Accounting Division is hereby directed not to require the Department/Center concerned to present a canvass. Their claims can be supported with a Certification from the Department Head or Center Director that they are existing personnel who have been transferred from PS to MOOE.

To facilitate the processing of the laborers' claims, a revised payroll format shall be adopted. Attached is the revised format for your reference.

Please be guided accordingly.

  
SAMUEL S. GO  
President

GENERAL PAYROLL FOR JOB CONTRACT CHARGED TO MOOE

Department/Center: \_\_\_\_\_ Period Covered: \_\_\_\_\_

Name	Project	Scope of Work	Percentage Accomplishment	Amount Earned	Signature
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CERTIFIED: Services have been  
duly rendered as stated

\_\_\_\_\_  
Department Head/Center Director

APPROVED FOR PAYMENT:

SAMUEL S. GO \_\_\_\_\_  
President Date

CERTIFIED: Funds available  
in the amount \_\_\_\_\_

ROBERTA C. LEMOS  
Accountant III

CERTIFIED: Each person  
whose name appears  
above has been paid  
in the amount opposite  
their name.

ANECIA C. FERNANDEZ  
Cashier