



LEYTE STATE UNIVERSITY

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Office of the President

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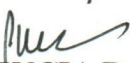
T O: All Concerned

R E: Revised Schedule in the Payment of Salaries of Casual and Contractual Employees

The Resident Auditor requires that cash advances for the payment of wages be based on the actual payrolls ready for payment just like what is being done for the regular employees. In this connection, department/centers/offices are requested to submit the payrolls of their casual and contractual employees to the Budget or Accounting Offices preferably two (2) days before the end of quincena in time for the payment of wages of the casual and contractual employees **every 5th and 20th of the month.**

Failure to submit payrolls on time would mean non-inclusion in the wages to be paid on the 5th or 20th, as the case may be. Late payrolls will be paid after another cash advance and withdrawal would have been made for the purpose.

For the information and guidance of all concerned.


PACIENCIA P. MILAN
President