

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

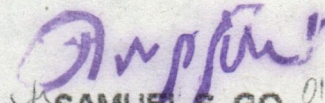
June 29, 1998

MEMORANDUM NO. 68  
Series of 1998

T O : All Casual and Contractual Employees  
R E : Amendment to Memorandum No. 64

It has been noted that advanced deduction of mandatory premiums for July is not feasible because your net salary for the month of June is not enough to cover all the 2-month deductions for government and to the other entities. Hence, this office hereby amends Memorandum No. 64 dated June 15, 1998 that instead of having a one month advanced deduction of mandatory premiums, you are hereby requested to process your second quincena payrolls before the 5th of the following month. Thus, any personnel whose payroll does not reach to the Accounting Division on the 5th of the following month will be held responsible in the payment of penalties for the delay in the remittance of mandatory premiums.

Please be guided accordingly.

  
SAMUEL S. GO <sup>OIC</sup>  
President 6/29/98

cc: OVPA  
Acctg. Div.  
Records  
File