

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

September 23, 1997

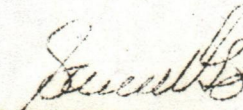
MEMORANDUM NO. 89
Series of 1997

T O: Heads of Units/Offices/Departments/Centers
SUBJECT: Cut-Off Date for Submission of PJR's for CY 1997

To give SPMD ample time to effectively implement its procurement program as well as provide the Accounting Division enough time to prepare the closing of books for CY 1997, we are setting September 30, 1997 as the deadline for submission of PJRs to SPMD.

PJRs submitted after the deadline will still be accepted but there is no assurance that purchases of said requests and their corresponding payments can be done during this year.

Please be guided accordingly.


SAMUEL S. GO
President

cc: OVPA
OAA
SPMD
Accounting Division
Records
File