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Office of the President

1 July 2004

MEMORANDUM CIRCULAR NO. 45

Series of 2004

T O: All Concerned

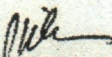
R E: Payment of Wages of Casual and Contractual Employees

This is to reiterate OP Memorandum Circular No. 48, s. 2003 dated September 22, 2003 that only payrolls for the payment of wages of casual and contractual employees received by the Cash Division will be used as bases for the cash advance of the Disbursing Officer. As such, only those in the list will be paid as scheduled every 5th and 20th of the month. Payrolls which arrive late at the Cashier's Office will be included in the next cash advance.

All those concerned are therefore reminded to submit payrolls two (2) days before end of quincena to the Budget Office or Accounting Office otherwise, the employee concerned cannot be paid his/her wage as scheduled.

This policy will be strictly implemented effective the 1st quincena of July 2004.

For strict compliance.


PACIENCIA P. MILAN
President

cc: OVPAF
Cash Div.
Acctg. Div.
Budget
ODF
ODA
Records
File