

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

January 24, 1997

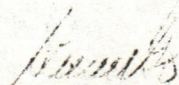
MEMORANDUM NO. 9  
Series of 1997

T O: All Department/Office Heads and Center Directors  
R E: Long Distance Telephone Calls and Voucher Preparation

Please be informed that the allocation for communication services in the Centralized Fund in which our telephone bills are charged, can only accommodate the monthly local charge of the VISCA telephone lines. In view of this, you are hereby directed to limit long distance calls in your respective Offices. Long distance calls shall be charged to your Department/Office/Center's allotment and the corresponding voucher must be prepared by the Office concerned. Personal calls are not allowed because they can delay the processing of our payment to EVTELCO. Personal calls should be done through the public calling station or through telephone sets/installed for private use in staff houses. Surcharges shall be paid by the Office responsible for the delay of payment.

To facilitate the centralized processing of voucher, the Accounting Office is hereby requested to prepare the payments for monthly telephone local charge only excluding long distance calls.

For compliance.

  
SAMUEL S. GO  
President