

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 20, 1999

MEMORANDUM NO. 61
Series of 1999

T O : Ms. Anita Godoy - *ftg*
Mr. Leonilo Torcino - *W 7/22/99*

R E : RECONCILIATION OF RECORDS WITH BAYANTEL

Together with Mrs. Milagrosa L. Gamotin and Mrs. Bonita T. Montes, you are hereby directed to facilitate the reconciliation of records with BAYANTEL especially in tracing the records of payments including vouchers and official receipts since 1997.

Please be guided accordingly.

[Signature]
SAMUEL S. GO
President *ac 7/21/99*

cc: Ms. B. T. Montes - *ftg*
Ms. M. L. Gamotin - *ftg 7/23/99*
Vice President for Adm. - *ftg*
Accounting Division - *ftg-n*
Records - *g*
File