

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

December 12, 1996

MEMORANDUM NO. 168
Series of 1996

T O: All Concerned

SUBJECT: Revised Delegation of Authority in the Approval of Travel and
Leave of Absence for Academic Staff


For the information of all ViSCA staff, approval of travel and leave of absence
are delegated to the following:

1. Vice President for Academic Affairs - 1 to 20 days for Heads of
Academic Departments, Registrar, Library, IMDC,
DYAC, Printing Press and specified projects.
2. Program Directors (ODI, ODRD, ODExNFE) - 3 to 10 days
3. Heads of Office - 1 to 2 days

Approval of travel and leave of absence in excess of 20 days and also the travel
and leave of absence of the Vice Presidents and Program/Center Directors is still vested
with the College President. Terminal and study leaves are also subject to the
President's approval.

The provisions of Memorandum No. 111, Series of 1995 which are
inconsistent with the provisions of this Memorandum are deemed revised/repealed.

Please be guided accordingly.


SAMUEL S. GO
President