

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

June 8, 1995

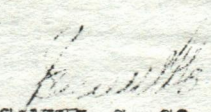
MEMORANDUM NO. 66
Series of 1995

T O: All Department/Office Heads and Center Directors
R E: Grant of An Interest-Free Loan to Government Personnel

Administrative Order No. 195 signed by Pres. Ramos provides that government personnel is allowed "to exercise the option to avail of an interest-free loan not exceeding one-half (1/2) of the amount of the Year-End Bonus and Cash Gift authorized under RA 6686 which shall be deducted from the full amount of the Year-End Bonus and/or Cash Gift accruing to the official or employee concerned in CY 1995."

To facilitate the payment of the mid-year bonus, all loan forms in 4 copies should be submitted to the Accounting Division not later than June 14, 1995. Loan forms can be secured from Mr. Jaime Pascual.

For immediate compliance.


SAMUEL S. GO
President

LOAN APPLICATION/AGREEMENT

Ref./Control No. _____

APPLICANT	APPOINTMENT STATUS
DEPT/OFFICE/CENTER	BASIC MONTHLY/DAILY PAY
<p>I hereby apply for a loan equivalent to one-half (1/2) of the amount of the Christmas Bonus and Cash Gift for CY 1995 referred to as year-end benefits, pursuant to Administrative Order No. 195 dated 30 May 1995. I hereby agree that said amount shall be deducted from the full amount of the year-end benefits accruing to me during the current year.</p>	
_____ Signature of Applicant	_____ Signature of Co-Maker*
_____ Name in Print	_____ Name in Print
C E R T I F I C A T I O N	
<p>1</p> <p>THIS IS TO CERTIFY THAT: 1)the above applicant is an employee of _____, has rendered four (4) months service as of this date, and is not on leave of absence without pay nor AWOL; 2) there is no pending case against him; 3) he/she will notify the concerned officials of his/her resignation or separation from the service before October 31 of the current year.</p> <p style="text-align: center;"> _____ Signature of Office Head </p> <p style="text-align: center;"> _____ Name of Print </p>	<p>3 Date _____</p> <p>For the loan granted by virtue of this application , this Office agrees to automatically deduct one-half from the borrower's full amount of the year-end benefits.</p> <p style="text-align: center;"> _____ Signature of Accounting Official </p> <p style="text-align: center;"> _____ Name in Print </p>
<p>2</p> <p>CERTIFIED CORRECT:</p> <p style="text-align: center;"> _____ Director, HRMDO </p> <p style="text-align: center;"> _____ Name in Print </p>	<p>4</p> <p>APPROVED:</p> <p style="text-align: center;"> _____ President/Authorized Representative </p> <p style="text-align: center;"> _____ Name in Print </p>

* For casual and contractual employees only.