

January 4, 1988

MEMORANDUM NO. 150

TO: Prof. Camilo D. Villanueva
Director of Business Affairs

RE: INQUIRY ON PROBLEMS ASSOCIATED WITH ISSUANCE OF SALARY

Complaints have reached my office concerning frequent delays in giving salaries, particularly to casuals. I am aware that at times the delay could not be avoided notwithstanding some modifications introduced in the system. However, frequent occurrence, as alleged by Concerned Casual Employees in the attached letter, could not be ignored. We need to make a reevaluation of the system and make changes if necessary to increase efficiency in our operation.

In addition, the Concerned Casual Employees cited some incidents in the issuance of salaries for the last month of December and bonuses for 1987. I am asking you, therefore, to conduct the following:

1. Reevaluation of the present system of processing payrolls and disbursement of salaries and wages;
2. Inquiry on the allegations associated with December salaries and 1987 bonus and render a report for information of all concerned;
3. Recommendations to improve the present system.

Thank you.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Representative,
Concerned Casual Employees

Please submit your recommendation on or before January 25, 1988.

M. R. Villanueva
M. R. VILLANUEVA
President