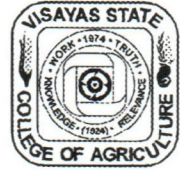


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



19 July 2001

MEMORANDUM NO. 106

Series of 2001

T O: Dr. Nerelito P. Pascual ✓
Ms. Lourdes B. Cano ✓
Mr. Edgardo L. Dequito ✓
Ms. Roberta C. Lemos ✓

R E: **Transfer of Voucher Preparation Responsibilities in the Payment of Supplies to the Accounting Division**

It has been observed that one of the reasons for delays in the procurement of supplies and materials by the Supply Office is that it has to attend to many things among others preparing vouchers payable to suppliers and their processing.

In order therefore for the Supply Office to give its 100% attention to procurement, effective August 1, 2001, preparation of vouchers and following up of payment to suppliers shall be transferred to the Accounting Division. The clerk in-charge of voucher preparation, Ms. Alicia Flores shall likewise be transferred to that office. However, payments or approved checks shall no longer be delivered to suppliers. The Accounting Division shall inform the payee to collect their payments from the Cash Division or the ViSCA Cebu Office (VCO) c/o Ms. Lucena Poliquit or the ViSCA Manila Office (VMO) c/o Ms. Delia Silao.

Henceforth, all subsidiary records of accounts to suppliers and the responsibility of making sure that accounts are paid within the credit period are now with the Accounting Division.

Dr. Pascual is hereby requested to effect the smooth transfer. Ms. Cano and Ms. Lemos are directed to come up with a workflow procedure to ensure that improved efficiency in our procurement system is attained. In the event that this new scheme does not improve efficient delivery of services by the concerned offices, we shall seek alternative measures.


PACIENCIA P. MILAN
President