

August 12, 1993

MEMORANDUM NO. 120  
Series of 1993

TO : Dr. Nerelito P. Pascual

SUBJECT : DESIGNATION AS OIC, VICE PRESIDENT FOR ADMINISTRATION

In the interim that the next Vice President has not been appointed, you are hereby delegated to perform the following additional duties and responsibilities:

A. Approves and signs the following:

1. Personnel matters under the administrative units including the Office of General Services:

1.1 Renewal of temporary appointments, and additional assignments of personnel in the administrative units;

1.2 Vacation and sick leave application not exceeding 29 days; terminal leave, and leave of absence without pay not exceeding 6 months;

1.3 Local study leave of administrative personnel not exceeding one year and requests for attendance in seminars, Conferences, trainings or workshops not exceeding 30 days subject to existing policies on scholarships;

1.4 Requests of personnel in the administrative units for local travels not exceeding 15 days;

1.5 Certificate of service rendered and daily time records of personnel and directors directly under the Office of the Vice President for Administration.

2. Financial and property matters:

2.1 Requisitions, purchase orders, and other instruments necessary for the purchase of supplies, materials and equipment and services, including the repairs and renovation of buildings and minor construction works not exceeding ₱100,000.00;

2.2 Warrants, checks and payments of College accounts not exceeding ₱50,000.00 subject to the terms and conditions fixed in the College budget, existing requisitions and general laws. He can sign checks beyond ₱50,000.00 provided the corresponding voucher has been duly approved by higher authorities;



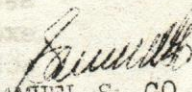
- 2.3 Checks representing cash advances for the payment of salaries and wages of College personnel;
- 2.4 Acceptance and endorsement for deposit in the name of the College, warrants, checks and postal money orders, payable to the Visayas State College of Agriculture;
- 2.5 Bank deposits and withdrawals not exceeding ₱100,000.00 for the account of ViSCA with the concurrence of the Auditor;
- 2.6 Payrolls of all regular ViSCA personnel beyond the authority of the Director of Business Affairs;
- 2.7 Contribution of not more than ₱200.00 from the Charity Fund;
- 2.8 Clearance from money and property responsibilities.

B. Recommends the following for consideration of the President:

1. Transfer, permanency, promotion, resignation and retirement of personnel under the administrative units;
2. Requests for budget allocation by all administrative units including capital outlay for the institution; and
3. Disciplinary actions against employees.

This memorandum takes effect on August 16, 1993.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: All departments/centers/offices  
Administrative Officer  
Personnel  
Budget  
Accounting  
COA  
ODI  
Cash Div.  
Records Div.  
File