

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

November 10, 1997

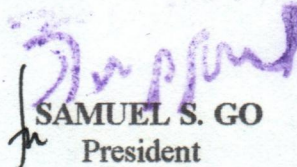
MEMORANDUM NO. 107  
Series of 1997

T O: All Project Leaders and Heads of Units/Departments/Centers  
R E: Belt-Tightening Measures

In view of the administration's desire to give maximum benefits to our employees such as: amelioration assistance, loyalty pay, salary differentials of casuals and contractuels, monetization etc., we are appealing to all concerned ViSCA staff to be frugal in the use of funds especially during the remaining months of the year.

Hence, effective immediately, all vouchers and financial papers related to utilization of funds have to be indorsed by the Program Directors concerned (ODI, ODRD, ODEX & OGS). These officials are requested to help determine the need to disburse funds for the purpose mentioned in the request.

Please be guided accordingly.

  
SAMUEL S. GO  
President