



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

17 July 2002

MEMORANDUM CIRCULAR NO. 50 Series of 2002

T O: All Concerned

R E: Signatories to the Personal Services Contracts and General/Technical Service Contracts

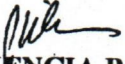
Pursuant to Sec. 86 of PD 1445, the Certificate of Availability of Funds (CAF) is the certification by the Chief Accountant of the agency or his/her duly authorized representative that funds have been duly appropriated/allotted for the purpose. This is required for purposes of entering into contracts for certain types of expenditures and is an integral part of the contract such as contract for capital projects; multi-year contracts; and one year contract for supply of commodities/services. Exceptions to the above rule are contracts for personal services or for supplies for current consumption or to be carried in stock not exceeding the estimated consumption for three (3) months.

Following the above provision, effective this 2nd semester, the signatories to the contractual appointment/service contracts shall be limited to only four (4) as follows:

1. First Party represented by the President of the university
2. Second Party
3. Two (2) witnesses: Unit Head/Project/Study Leader and HRMO for contractual appointments/Director for Administration for service contracts.

The Director for Finance and the Chief Accountant (Trust Funds)/Budget Officer (GAA Funds) need not anymore sign the contract because they have already signed the recommendations for appointment/renewal of appointment to assure that an appropriation therefore exists and that funds are available for the purpose. This will lessen the number of signatories and expedite the processing of appointments/contracts.

For compliance.


PACIENCIA P. MILAN
President