



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

## Office of the President

23 February 2000

### MEMORANDUM CIRCULAR NO. 18

Series of 2000

**T O: All External Campus Heads**


**R E: Submission of the Plantilla of Positions for Fiscal Year 1999**

The Department of Budget and Management (DBM) has required all State Universities and Colleges (SUCs) to follow certain procedures prior to the approval of all budgetary requests and its subsequent release. The College has been following the required DBM procedures but with the integration of the CSIs with the Main Campus, the College's Financial Management Office cannot make the necessary actions in the absence of the Plantilla of Personnel from the different external campuses.

As we have already agreed in the last ViSCA-CSI consultative meeting on 08 February 2000 in ViSCA, all integrated schools will immediately submit to this office their Plantilla of Personnel.

All External Campus Heads are hereby directed to submit within one (1) week their Plantilla of Personnel to this office so that the preparation of the needed DBM documents can be facilitated and submission of these will not be unduly delayed.

For compliance.

  
**PACIENCIA P. MILAN**  
President