

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

March 15, 1997

MEMORANDUM NO. 30
Series of 1997

T O: All Department/Office Heads/Center Directors

R E: Revision of Some Provisions of Memorandum No. 111, Series of 1995


Since the Administrative Officer V has been assigned to directly manage the HRMDO, she has to be relieved of some delegated functions in order to give her sufficient time to work on personnel matters.

The following revisions of Memorandum No. 111, Series of 1996 are hereby issued:

Delegated Authority	Authorized Officials
1. Approval of leave of absence	Vice President for Academic Affairs (for academic staff) Vice President for Administration (for non-academic staff)
2. Approval of payrolls and vouchers up to P45,000.00	Financial Management Officer II
3. Approval of payrolls and vouchers for in excess of P45,000.00	Vice President for Administration
4. Approval of vouchers for non-PS in excess of P45,000 up to P75,000.00	Administrative Officer V

The provisions of earlier memoranda which are inconsistent with this memorandum are deemed to have been repealed/modified.

Please be guided accordingly.


SAMUEL S. GO
President