

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

February 11, 1998

MEMORANDUM NO. 17
Series of 1998

T O: All Concerned

R E: Cut-off Date for Submission of CSRs/DTRs for Regular Employees and Payrolls/Vouchers

In view of the change of our servicing bank and the fund utilization report as required by DBM for subsequent release of NCA, there is a need to reiterate our policy of imposing cut-off date for the submission of CSRs/DTRs of regular employees in order to be included in the regular payroll and the submission of vouchers and payrolls for casual and contractual employees in order to be included in the cash withdrawal.

The following cut-off date is hereby imposed:

1. 5th day of the following month – submission of CSRs and DTRs to the HRMDO together with leave application, if applicable.

Note: The names of those whose CSRs/DTRs are not received by the HRMDO on the 5th day as required shall be automatically deleted in the general payroll for that quincena. Their salary for the period may be incorporated in the next quincena payroll, if qualified.

Except for extremely justifiable reason, no voucher or special payroll shall be prepared for staff whose names have been deleted for non-compliance of the above requirement.

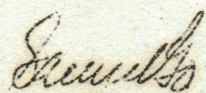
2. 16th and 1st day of the month – submission of payrolls and vouchers for casual and contractual employees to the HRMDO in order to be included in the list of payrolls to be prepared bank withdrawal.

Note: As basis for determining the total amount to be withdrawn from the bank, the HRMDO is required to prepare a list of the payrolls/vouchers received and the amount involved. This list shall serve as supporting document to the withdrawal voucher. Only payrolls/vouchers included in the list shall be paid out of the bank withdrawal. Thus, any payroll submitted to the HRMDO after the cut-off date shall be included in the withdrawal for the next quincena.

For the efficiency and to avoid delay in the processing of payrolls/vouchers, the following additional instructions are hereby given for the guidance of all concerned:

1. For casual and contractual payrolls, the deductions for GSIS and other issuances should be deducted in the first quincena payroll. Only the withholding taxes may be deducted in the second quincena payroll.
2. Leave applications indicated in the CSRs/DTRs must be duly filed with HRMDO before said CSRs/DTRs be accepted.
3. The HRMDO should prepare and submit the list of payrolls/vouchers to the Cash Division every 17th and 2nd day of the month.
4. The names of those who failed to submit the CSRs/DTRs should be automatically deleted in the general payroll. Deleted names may be incorporated in the next quincena payroll only after the requirement has been complied with.

For compliance.


SAMUEL S. GO
President