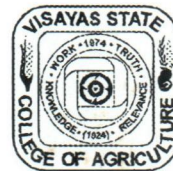


# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines  
Office of the President



21 November 2000

**MEMORANDUM CIRCULAR NO. 95**  
Series of 2000

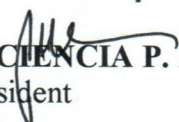
**T O: All Department/Office Heads, Directors and Project/Study Leaders**  
**R E: Obligation of Expenditures**

This is to remind you of the provision of DBM Circular Letter No. 2000-13 regarding the validity of the appropriation for Maintenance and Other Operating Expenses (MOOE) which is only until December 31, 2000.

In view of the above provision, all expenditures under MOOE especially purchase/job requisitions should be processed and obligated by the Accounting Office on or before November 30, 2000. This will give us ample time to determine our funding requirements and program priority projects/activities.

Requests made after the said date shall be coursed through the Office of the President before any fund shall be allocated for the purpose.

For compliance.

  
**PACIENCIA P. MILAN**  
President