

January 8, 1990

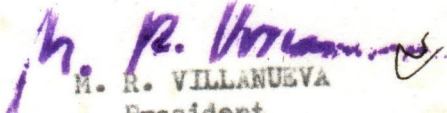
MEMORANDUM NO. 4
Series of 1990

TO: Dr. Leonardo L. Manalo
Director of External Affairs

RE: Gasoline and Representation Allowance

By virtue of the authority vested in me by the VISCA Board of Trustees and in recognition of your need to use personal vehicle in the performance of your official function in Manila, you are hereby granted a reimbursable gasoline allowance for a maximum of P500.00 per month, effective January 1, 1990. In addition, I am authorizing you to reimburse representation expenses for the entertainment of personnel performing official function in collaboration with VISCA. Such representation expense shall be charged to my own budget in the Office of the President. It is understood that per DBM regulation, your RATA is being withdrawn.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Board Secretary
COA
Budget
Accounting
Personnel
✓ Records
File