



# VISAYAS STATE UNIVERSITY

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*Office of the President*

5 December 2007

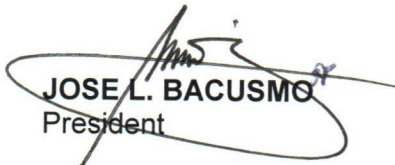
**MEMORANDUM CIRCULAR NO. 58**  
Series of 2007

- T O: Directors/Heads of Departments/Centers/Offices  
Head, HRMDO**
- R E: Payrolls and Other Claims Under Personal Services (PS)**

Please be informed that we have been advised that there should be no unpaid obligations for PS as of December 31, 2007. This refers to PS expenditures under the General Fund.

In view of this, please submit all payrolls and claims on or before December 10, 2007 to enable the concerned offices (Accounting, Budget and Cash) determine the total obligations and compute the cash requirement until end of December.

For strict compliance.

  
**JOSE L. BACUSMO**  
President