

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



20 June 2001

MEMORANDUM NO. 97

Series of 2001

T O: Dr. Corazon B. Batoy — *jur 6/21*
Engr. Nestor M. Israel — *jur 6-21*
Ms. Evelyn T. Bestil — *jur 6/21*

R E: Consolidation of Electricity, Garbage & Water Bills, College Share
from Student Lodging in Staff Houses & Other Fees Due to the College

In order to simplify work and to facilitate collection of electricity, garbage and water bills and other fees due to the college for use of space by faculty for commercial purposes, you are hereby directed to consolidate all these bills into one. The Physical Plant Office is directed to prepare the list and submit the same to Ms. Evelyn Bestil for the final preparation of the bill. Ms. Bestil is also expected to include in her ledger the garbage and water bills, college share from student lodgers and other fees for use of space by faculty for commercial purposes, for her monitoring of actual payment.

In addition, the collection of the college share out of student lodging in staff houses and extension should also be part of the bill. The Office of Student Affairs is required to submit the list and the amount due to the college.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President *pf*

cc: Dr. N. P. Pascual — *mak*
Engr. A. M. Encierto — *jur 6-21*
Engr. M. L. P. Valenzona — *jur 6-21*
Accounting Div. — *jur 6-21*
Records
File