

May 2, 1988

MEMORANDUM NO. 49
Series of 1988

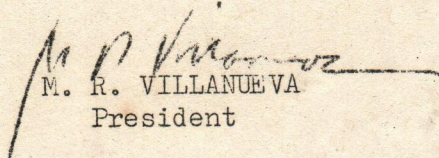
T O: The Executive Committee
Dir. Camilo D. Villanueva
Ms. Hermogina U. Bulilan
Ms. Beatriz P. Modina
Ms. Alicia B. Borneo

R E: Holding of Salary

This is to remind you of an existing policy that the last-month salary of a staff member who is going on leave for a period of one month or more or leaving ViSCA permanently should be withheld until his/her clearance is fully processed. Withholding of salaries or other forms of compensation for other reasons should be cleared first with the Vice President for Administration and/or the College President.

Furthermore, personal accounts that are associated with work incurred by staff members with any unit may not be used as a reason to withhold salary, but it can be used as a basis for not signing the clearance. Likewise, staff members who deliberately leave the College without clearing may be subjected to legal proceedings, particularly if there are standing accounts involved.

For your guidance.


M. R. VILLANUEVA
President