

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

March 1, 1999

MEMORANDUM NO. 18
Series of 1999

T O: All ViSCA Staff

R E: 1999 Uniform and Clothing Allowance

Please be informed that Sec. 45 of R.A. 8745 provides that agency appropriation may be used for uniform and clothing allowance of its employees at not more than P3,000.00 each per annum which may be given in kind, subject to the discretion of the agency head concerned.

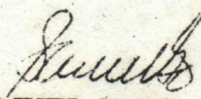
In spite of the above provision of law, this office opts to give the 1999 uniform and clothing allowance in cash. However, all ViSCA staff are required to wear the prescribed uniform from Tuesday to Friday except Wednesday. The color and style of the uniform including the detailed policies to ensure compliance of this directive shall be prescribed by the committee assigned for the purpose.

Filipino attire is required for Mondays.

Wearing of uniforms and Filipino attire should start May 1, 1999. Office heads and center directors are directed to ensure that all staff members under him wear the prescribed uniform.

The Cash Division is therefore given the go-signal to release the uniform and clothing allowance so that everybody can start buying/ordering his/her uniform.

For compliance.


SAMUEL S. GO
President