



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

22 October 2007

MEMORANDUM CIRCULAR NO. 51
Series of 2008

T O: All Concerned

R E: Amendment of MC No. 32, Series of 2002 Re: Collection of Salaries/Wages and Other Benefits Within Five (5) Days After Release

Memorandum Circular No. 32, Series of 2002 states: "It has been noted that there are some employees who do not get their salaries and wages on time. It should be understood however, that there are rules and regulations regarding submission of disbursement reports which the University has to follow. Hence, we are requiring everybody to collect their salaries and other benefits within five (5) days from start of release. Effective May 2002, all uncollected salaries/wages and other benefits will be deposited under the Trust Fund Account of the University for which an official receipt reflecting the amount due that staff shall be issued. This is to minimize partially paid payroll, which will be reflected in the cashbook as extra/unspent money. Said amount will be deducted from the succeeding month's release. Those who were not able to collect may claim after requesting authority from this Office thru the Vice President for Administration and Finance for the preparation of a voucher to withdraw said amount and payment of P10.00 for the cost of the OR and forms."

In view of the problems encountered by concerned offices in the submission of financial reports, the following amendments and additional guidelines are hereby issued:

1. The coverage shall be expanded to honoraria including part-time instructors, job orders, student labor, stipends of scholars both faculty and students.
2. The Cash Office shall post the list of payrolls/vouchers ready for payment in the front window of their office and provide the list to the office(s) for dissemination to the employee/student.
3. The payment for the preparation of new set of documents shall be P100.00 for staff and employees and P50.00 for students.
4. The HRMDO/unit in charge of payroll/voucher preparation shall prepare the necessary documents upon presentation of official receipt.

For information and guidance.


PACIENCIA P. MILAN
OIC President

cc: OVPAF
Cash Division
HRMDO
Accounting
Records
File