



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

13 June 2013

MEMORANDUM NO. 12
Series of 2013


T O: ALL PART-TIME INSTRUCTORS
R E: OPENING OF ATM ACCOUNT WITH LANDBANK-BAYBAY

The University, through the Office of the Vice President for Administration and Finance, has negotiated with LANDBANK- Baybay for the inclusion of wages of Part-time Instructors of VSU to its ATM service facility.

In this connection, please be informed that effective June 30, 2013, wages of part-time instructors will be credited thru LANDBANK's ATM.

You are therefore advised to open an ATM account with LANDBANK-Baybay with an initial deposit of One hundred pesos (P100.00) only. Please get the application form and submit the same to Mrs. Corazon U. Nuevo, VSU Cashier for one-time processing with the bank. The deadline for opening the account is on June 21, 2013. Since payment of wages of part-time instructors will no longer be paid by checks thru the Cash Division, the **NO ATM, NO PAYROLL** policy will be applied.

Please be guided accordingly.



ROBERTO C. GUARTE

Vice President for Administration and Finance