

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

November 26, 1997

**MEMORANDUM NO. 109**  
Series of 1997

**TO: All Faculty Members and Administrative Staff**

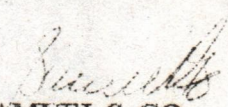
**SUBJECT: Contribution for the 1997 BAYBAY TOWN FIESTA Celebration and Socio-Civic Activities**

The Municipality of Baybay will be celebrating its Annual Town Fiesta this coming December 23, 1997. As VISCANs and residents of Baybay our cooperation is needed for the socio-civic activities the Fiesta Committee chaired by Governor Remedios L. Petilla, is initiating.

In view of this, your donation is solicited and the suggested amounts will be same as that of last year which are as follows:

1. All faculty and administrative staff (regular, casual, temporary and contractual) receiving P10,000.00 or more per month will donate P 75.00
2. All faculty and administrative staff (regular, casual, temporary and contractual) receiving less than P10,000.00 per month will donate P25.00.
3. Each Dept./Office Head and Center Directors shall facilitate the signing of his staff the authority for the Cashier to deduct from the November 16-30, 1997 salary, the amount corresponding to their donation except those who will submit a written objection to this process to the Office of the College President.

All donation must be ready for remittance to Baybay not later than December 5, 1997.

  
**SAMUEL S. GO**  
President

cc: OVPA  
Cash Division  
Dr. Isabel Bertulfo  
Accounting  
Cash  
Records



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

\_\_\_\_\_  
Date

**AUTHORIZATION**

*(For those receiving salary P10,000 and above per month)*

Ms. Anecia C. Fernandez  
Cashier  
ViSCA, Baybay, Leyte

Dear Ms. Fernandez:

We, the undersigned personnel hereby authorized you to deduct *seventy-five (P75.00)* from our salary as our donation to the socio-civic activities initiated by the Municipality of Baybay, Leyte.

NAME

SIGNATURE



NOTED:

**NERELITO P. PASCUAL**  
Vice President for Administration



**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte

Date \_\_\_\_\_

## AUTHORIZATION

(For those receiving salary below P10,000 per month)

Ms. Anecia C. Fernandez  
Cashier  
ViSCA, Baybay, Leyte

Dear Ms. Fernandez:

We, the undersigned personnel hereby authorized you to deduct **TWENTY FIVE PESOS (P25.00)** from our salary as our donation to the socio-civic activities initiated by the Municipality of Baybay, Leyte.

NAME

SIGNATURE

NOTED:

**NERELITO P. PASCUAL**  
Vice President for Administration