




**VISAYAS STATE UNIVERSITY**  
**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE**  
Visca, Baybay City, Leyte

Memorandum No. 07  
Series of 2014

TO : ALL CONCERNED EMPLOYEES

Date : August 13, 2014

SUBJECT : **PROCESSING OF VOUCHER/PAYROLL OF JOB ORDER PERSONNEL**

FROM :   
ROBERTO C. GUARATE  
VP, Administration and Finance

Relative to the implementation of Job Order (all funds including PCC) wages thru ATM, we have encountered issues and concerns, thus we would like to request that the following guidelines be observed:

- 1.) Cut-off dates for processing of payrolls/vouchers in the Cash Office are identified, for the in-charge to prepare documents by batch considering that they have still other vouchers that needs attention. The following are the cut-off dates:

<u>Payroll Period</u>	<u>First Batch</u>	<u>Second Batch</u>
First Quincena	every 15 <sup>th</sup>	every 18 <sup>th</sup>
Second Quincena	every 30 <sup>th</sup>	every 2 <sup>nd</sup> day of the following month

For payrolls/vouchers received beyond cut-off dates, they are to be processed on the next batch.

- 2.) Please ensure that all Job Order in your department have ATMs, if ever there are new ones, a separate payroll should be prepared to facilitate payment thru check. If ever they are incorporated in one payroll, the wage of the other JOs with ATM will be delayed.

For strict compliance.