



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## Office of the President

February 15, 1999

MEMORANDUM NO. 15  
Series of 1999

**T O: All Private Institutions/Foundations/Concessionaires/College  
Departments/Centers/Offices/Units**

**R E: Designating APU/LUAPO to Collect Rentals for Leased  
Facilities**

It has come to the attention of this office that ViSCA has a sizeable amount of uncollected rentals from its leased properties/facilities to private institutions/individuals/offices as reported by the Auditor.

To institute official collection of the said rentals and in order to prevent this problem from recurring in the future, the Agribusiness Project Unit (APU) of the Land Use and Agribusiness Project Office (LUAPO) is hereby designated and directed to coordinate with appropriate offices and to take charge of collecting rentals from facilities/properties leased by the college to private institutions/foundations. Rental collections shall be deposited directly to the Cash Division.

Please be guided accordingly.

  
**SAMUEL S. GO**  
President

cc: APU/LUAPO  
OYPA  
Acctg. Office  
Depts.  
Centers  
ViFARD/VEFI/BAIF  
ViSCCO  
Consumers Coop