

# 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](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

---

*Office of the President*

4 February 2008

**MEMORANDUM CIRCULAR NO. 8**

Series of 2008

**T O: All VSU Constituents**

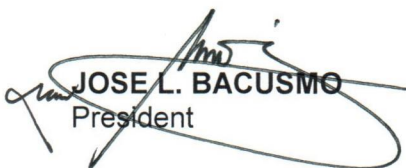
**R E: Collection of Unpaid University Bills by Salary Deduction and  
Other Modes of Payment**

It has been noted that a number of VSU faculty and staff have large amount of unpaid university bills for electricity, water, and garbage collection. These compromise the maintenance and the improvement of water lines, electric lines, garbage trucks, as well as the hiring of adequate number of personnel to provide the necessary services.

In order to facilitate the collection of accrued and the long overdue university bills, the VSU Accounting Division is directed to deduct from the monthly salaries of the VSU employees, payments of the university bills (most recent and overdue bills). Moreover, IGP Project Managers are directed to settle electricity and water bills of their projects through fund transfer.

Concerned VSU employees are encouraged to make arrangements with the Accounting Division to set the exact amount that will be deducted from their monthly salaries as payment of their overdue bills. This will be on top of their payments for their recent bills, which will also be collected through salary deductions. Otherwise, the Accounting Division is directed to determine the amount that will be deducted monthly. If salary deduction is not possible, arrangements should be made with the Legal Office c/o Dr. Lourdes B. Cano for the payment of their accounts. All long overdue University bills should be settled within 2 years from this date to avoid legal sanctions.

For strict compliance.

  
**JOSE L. BACUSMO**  
President