



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

10 December 1999

MEMORANDUM NO. 131

Series of 1999

T O: All IGP and Auxilliary Project Managers

R E: Preparation of 2000 Budget

You are hereby directed to prepare and submit your respective 2000 budget proposals to LUAPO not later than December 15, 1999 for evaluation by the IGP Board of Management. The proposed budget shall observe the provisions indicated in Memorandum No. 121, series of 1998 concerning budgetary allocation for administrative cost and BOT share.

For ease in evaluation and approval by concerned offices, all budgets should follow the standard account classifications (Personal services, Maintenance and Operating Expenses, and Capital Outlay) and with detailed breakdown.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: OP
OVPA
LUAPO
OAA
FMO
Records
Accounting