



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

29 April 2002

## MEMORANDUM CIRCULAR NO. 32

Series of 2002

**T O: All Concerned**

**R E: Collection of Salaries/Wages and Other Benefits Within  
Five (5) Days After Release**

It has been noted that there are some employees who do not get their salaries and wages on time. It should be understood however, that there are rules and regulations regarding submission of disbursement reports which the University has to follow. Hence, we are requiring everybody to collect their salaries and other benefits within five (5) days from start of release. Effective May 2002, all uncollected salaries/wages and other benefits will be deposited under the Trust Fund Account of the University for which an official receipt reflecting the amount due the staff shall be issued. This is to minimize partially paid payroll, which will be reflected in the cashbook as extra/unspent money. Said amount will be deducted from the succeeding month's release. Those who were not able to collect may claim after requesting authority from this Office thru the Vice President for Administration and Finance for the preparation of a voucher to withdraw said amount and payment of P10.00 for the cost of the OR and forms.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: OVPAF  
Acctg. Div.  
HRMDO  
Cash Div.