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Office of the President

21 September 2010

MEMORANDUM NO. 234

Series of 2010

T O: Mrs. Elvira Sabulao
Administrative Officer IV
VSU Tolosa Campus

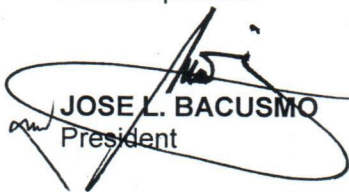
R E: Claim for Terminal Pay of Dr. Celedonia Palaña

This office have been bombarded with follow ups both from Dr. Celedonia de Asis Palaña and lately from her lawyer regarding the non-payment of Dr. Palaña's terminal pay. We are aware that said terminal pay can only be legally paid to her after she can present a clearance from money and property accountabilities which is a basic requirement of the Department of Budget & Management for the release of funds to pay her terminal pay.

In Memorandum No. 153, Series of 2008 issued by this office on July 9, 2008, you were one of those directed to act on Dr. Palaña's clearance which could not be facilitated because of the existence of huge amount of suspensions and disallowances with Dr. Palaña, Ms. Gilda Cayanong and you as accountable persons.

As our assistance to Dr. Palaña and also, to give you chance to personally work on the settlement of your own accountabilities, you are hereby directed to concentrate in working on these suspensions and disallowances in cooperation with Ms. Gilda Cayanong. Dr. Duavis is directed to deload you of your functions as Administrative Officer of that campus by assigning your routinary functions to other equally capable administrative employees of the campus.

For compliance.


JOSE L. BACUSMO
President

cc: Dr. P. Duavis
Dr. Celedonia Palaña
Ms. Gilda Cayanong
Records
File