

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

November 8, 1994

MEMORANDUM NO. 106
Series of 1994

T O: Prof. Sixto P. Sandoval

SUBJECT: Delegation of Authority

As Executive Secretary and to expedite the delivery of services, you are hereby delegated and authorized to perform the following functions:

- 1. Approve requests to secure cash advances.**
- 2. Approve requests for emergency purchases.**
- 3. Approve certifications/justifications as attachments to vouchers for the purchase of supplies and materials.**
- 4. Approve daily time records and payrolls of employees under the President's Office.**
- 5. Recommend/Approve travel and other financial documents and vouchers chargeable against the BIDANI trust account.**
- 6. Review/concur reports of projects under the President's Office.**
- 7. Other responsibilities as the need arises not covered by this memorandum.**

Please be guided accordingly.


SAMUEL S. CO
President

cc: Dr. N. P. Pascual - *Jan 11-11-94*
Ms. L. B. Cano - *Bedong 11-11-94*
Ms. N. V. Cala } *Bedong 11-11-94*
Ms. R. L. Paulo }
Auditor A. Galensoga - *Mate 11-14-94*
Records - *Bedong 11-11-94*