

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

July 26, 1996

MEMORANDUM NO. 122
Series of 1996

T O: All ViSCA Employees
SUBJECT: CLARIFICATION OF ANNIVERSARY BONUS


Please be informed that the granting of Anniversary Bonus is dependent on the availability of agency savings. Section 4 of NBC No. 452 partly states as follows:

"The cost to implement the Anniversary bonus shall be solely charged from savings from released allotment for Current Operating Expenses (COE). . . , provided that all authorized mandatory expenses shall have been paid first."

Savings from PS is already committed to augment the deficiency for wages and salaries of casual and contractual employees. Hence, only savings from MOE can be made available for the anniversary bonus.

Since MOE savings can be realistically determined only towards the end of the year, we are appealing to all concerned to please wait for the appropriate time. Definitely, we cannot prepare a payroll for this purpose at this time of the year.

Please be guided accordingly.


SAMUEL S. GO
President

cc: OVPA
Records
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