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April 5, 1989

MEMORANDUM NO. 41
Series of 1989

T O: Miss Teresita A. Lao
Ms. Beatriz P. Modina

R E: Payment of Salary

This is a reminder that payment of salaries to our employees continue to be subject to existing rules governed by COA and the Civil Service Commission. Payment for services rendered by employees as confirmed by their supervisors, shall proceed as usual. However, if there are controversial issues associated with the CSR or DTR, payment may be suspended for the period under question. Under this situation, the supervisor must report to the Personnel Office or higher authorities the causes of discrepancy or controversies with all supporting documents. The Personnel Office is expected to facilitate the resolution of controversial issue related to CSR and DTR in consultation with higher authorities.

Please be guided accordingly.

NA Quintanilla
for M. R. VILLANUEVA
President 4-5-89