

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

23 February 2000

MEMORANDUM CIRCULAR NO. 27

Series of 2000

T O: ALL VISCA-BIDANI STAFF


SUBJECT: PER DIEM FOR TRIP WITHIN THE 50 KM. RADIUS

Although the granting of the P50.00 per diem for trip within the 50 km. radius was agreed upon during the BIDANI Directors Meeting in 1997 it is deemed appropriate to follow the existing ViSCA policy on per diem for consistency.

The P50.00 per diem within the 50 km. radius shall no longer be applicable. However, you shall be allowed to collect reimbursement for meals incurred during the trip within the 50 km. radius provided the claim is reasonable and in accordance with the existing policy adopted by ViSCA. This shall apply to all ViSCA-BIDANI staff on travel regardless of the source of funds.

This memorandum shall take effect on March 1, 2000.

For compliance.


PACIENCIA P. MILAN
President, ViSCA and
Project Director, ViSCA-BIDANI