



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

5 January 2000

MEMORANDUM NO. 5

Series of 2000

T O: Dr. Manuel K. Palomar
Dr. Rodolfo G. Escalada
Prof. Daniel M. Tudtud, Jr.
Ms. Roberta C. Lemos
Ms. Norma V. Cala - Secretary

R E: Budget Review/Allocation Committee

With Dr. Manuel K. Palomar as Chairman, please constitute yourselves into a Budget Review/Allocation Committee effective immediately until December 31, 2000 with the following duties and responsibilities:

1. To conduct college-wide budget hearing and to decide what program/activities shall be funded out of the year 2000 budget;
2. To determine the amount to be allocated as centralized fund for contingency/miscellaneous requests;
3. To submit to the Office of the President the recommended amount to be sub-allotted to various units of the College out of the year 2000 budget based on the need of the unit and not on past year's allocation.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. N. P. Pascual, VP for Adm.
Dr. V. A. Quiton, VP for Academic Affairs
Records
File