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Visayas State College of Agriculture
Baybay, Leyte

OFFICE OF THE PRESIDENT

May 31, 1992

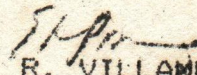
Memorandum No. 31---

- T O: All Regular Employees
- R E: Submission of Daily Time Records (DTR) or Certificate of Service Rendered (CSR)

It has been observed that ViSCA staff are not submitting their DTR or CSR at the Personnel Office within the first five days of the succeeding month. Please be informed that paid payrolls with no corresponding DTR/CSR will result in disallowances upon audit.

In view of this, payment of salaries of ViSCA staff with no DTR/CSR shall be withheld by the Disbursing Officer until the Personnel Officer has certified that they have complied with the requirements.

For compliance.


M. R. VILLANUEVA
President