

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



23 April 2001

MEMORANDUM CIRCULAR NO. 34 Series of 2001

T O: All Concerned


**R E: Advance Payment of One-Half of the Year-End Bonus
and Cash Gift for 2001**

The HRMDO is now preparing the payrolls for the payment of half of the year-end bonus and cash gift to all qualified employees (regular, temporary or casual status and contractual) this May 2001.

Please be informed that the Department of Budget and Management (DBM) releases the amount equivalent to one-half of the year-end benefits in May and November. In this connection, we are requiring everybody to exercise this option to collect said benefits during these months.

We do not want to create an impression that we have savings especially that the FY 2000 10% salary adjustment shall be charged first against the available allotment for Personal Services and agency savings. The deficiency taken from the Salary Adjustment Fund shall commence on July 2001.

For your information and guidance.


PACIENCIA P. MILAN
President

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