

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Office of the President

February 29, 2000

Memorandum No. 45
Series of 2000

To : All Concerned

Subject: **Approval of Purchase/Job Requests (PJR)**

It has been observed that the Office of the President has been approving numerous PJRs regardless of the nature of the request and the amount, which is time-consuming. This office has more urgent and critical matters to attend to.

In view of this, the approval of the PJRs is delegated to the following officials:

a. For requisition of supplies and services charge to unit's allocation

P5,000.00 and below - *Department/Office/Unit Head*
5,001.00 and above - *Program Director (ODI, ODRD, ODEx, OGS and OSA) for academic*
Administrative Officer V for administrative

b. For requisition of supplies and services charge to other funds as recommended by the Finance Committee

P50,000.00 and below - *Program Director (ODI, ODRD, ODEx, OGS and OSA) for academic*
Administrative Officer V for administrative

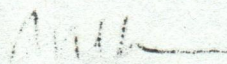
50,001.00 and above - *Vice-President for Administration for administrative*
Vice-President for Academic Affairs for academic

c. For requisition of equipment, extraordinary and other non-regular/non-recurring expenses (e.g. installation of communication facilities and/or IT equipment) regardless of amount - *College President*

This is subject to the recommendation by the appropriate office and duly certified by the Chief Accountant as to availability of appropriation for the purpose.

This memorandum shall take effect 01 March 2000.

For information and guidance.


PACIENCIA P. MILAN
President