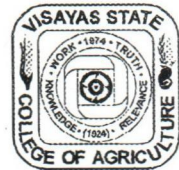


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



19 April 2000

MEMORANDUM NO. 77

Series of 2000

T O: All ViSCA External Campus Heads

**R E: Preparation and Submission of Notice of Salary Adjustment (NOSA)
and Plantilla of Personnel for 2000**

Based on the DBM New Salary Schedule, please be advised that the preparation of the individual-employee Notice of Salary Adjustment (NOSA) and Plantilla of Personnel and Salary Adjustment Form for regular, casual and contractual employees shall be done by your respective Administrative Officer/HRMO or designated officer and these documents shall be submitted to ViSCA not later than April 28, 2000 for counterchecking and signature of the undersigned.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: HRMDO
OAA
Records
File

LSSF - 