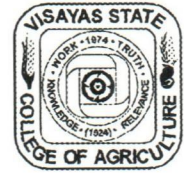


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



20 July 2000

MEMORANDUM CIRCULAR NO. 56 Series of 2000

T O: All Concerned
R E: Revised Delegation of Authority in the Approval of Travel and Leave
of Absence for ViSCA Staff

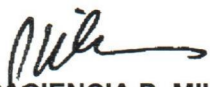
For the information of all ViSCA staff, approval of travel and leave of absence are delegated to the following:

- | | |
|--|--|
| 1. Heads of Office | - 1 to 2 days for academic and administrative staff |
| 2. Directors (ODI, ODRD, ODEx-NFE, OGS & OSA) | - 1 to 5 days for Unit Heads/Center Directors and 3 to 5 days for academic staff |
| Administrative Officer V | - 3 to 5 days for administrative staff and maternity leave application |
| 3. Vice President for Academic Affairs | - 1 to 5 days for Directors of ODI, ODRD, ODEx, OGS, OSA and Heads of Library and Registrar's Office and 6-14 days for Unit Heads/Center Directors and academic staff |
| Vice President for Administration | - 1 to 5 days for Heads of Administrative Units (Records, PPO, Cash, Accounting, Infirmary, OAA, SPMD, LUAPO, HRMDO, VCO) and 6-14 days for administrative staff |
| 4. President | - all travel and leave of absence in excess of 14 days and leave of absence and travel of Vice Presidents regardless of no. of days - terminal and study leave |

Those offices directly under the President's Office are not covered by this memorandum.

The provisions of Memorandum No 168, Series of 1996 and all other memoranda which are inconsistent with the provisions of this Memorandum Circular are deemed revised/repealed.

Please be guided accordingly.


PACIENCIA P. MILAN
President