

August 24, 1993

MEMORANDUM NO. 153
Series of 1993

T O: Dr. Nerelito P. Pascual, OIC Vice President for Administration
Mr. Wilfredo C. Valenzona, Administrative Officer

R E: ADDITIONAL DELEGATED AUTHORITY

In view of the abolition of two designated positions under the Office of the Vice President for Administration, your delegated duties are expanded to include the following:

A. Dr. Nerelito P. Pascual

1. Approves and signs the following:

- a. All payrolls of regular staff.
- b. Remittances to GSIS, Medicare, PAG-IBIG, BIR, etc.
- c. Payrolls beyond ₱1,000 of daily wage personnel with approved plantilla and contractual personnel with duly approved contract.
- d. Withdrawal of student deposits.
- e. Prepayment vouchers for purchase of supplies, materials and equipment.

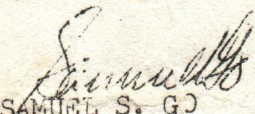
B. Mr. Wilfredo C. Valenzona

1. Approves and signs the following:

- a. Appointments or plantilla of casual personnel in administrative offices not exceeding 6 months.
- b. Certificate of report to duty of administrative personnel.
- c. Maternity leave applications of all ViSCA staff.
- d. Daily Time Records of unit heads and other administrative personnel under his direct supervision.
- e. SIV's, RIV's, purchase orders, vouchers, deeds, contracts and other instruments necessary for the purchase of supplies, materials, equipment and services, worth ₱5,000 but not exceeding ₱25,000.00.
- f. Requests for purchase of supplies and materials without the benefit of public bidding.

Your new set of duties will take effect on August 25, 1993 and will remain in force until revoked or modified by proper authorities.

Please be guided accordingly.


SAMUEL S. G.
President

cc: All dept/office/center heads
Records
File