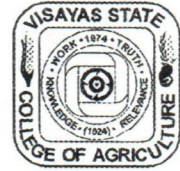


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



26 April 2000

MEMORANDUM NO. 82
Series of 2000

T O: All CSI Heads Concerned

**SUBJECT: SUBMISSION OF BUDGET FOR EMPLOYEES TERMINAL
LEAVE/RETIREMENT GRATUITY**

The Financial Management Office (FMO) is in the process of winding up the preparation of budgetary requirements for the Fiscal Year 2000 which includes budget for retirement of employees and its corresponding benefits.

In this connection, please submit to the FMO thru the HRMDO not later than April 28, 2000 the list of your employees who are on compulsory/optional retirement including their total leave credits for this FY 2000. Furthermore, should there be a number of your employees who have opted or are compelled to retire between Years 2001 to 2005, submit also a list to this office as soon as possible but not later than May 10, 2000 so as the Financial Management Office can readily incorporate the required budget for your employees' retirement in ViSCA's budget request.

For your information and compliance.


PACIENCIA P. MILAN
President