

op file copy

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



9 January 2001

MEMORANDUM NO. 05
Series of 2001

T O: Engr. Nestor M. Israel
Engr. Apolonio Encierto

R E: Reading of Electric Consumption at Dormitories and
Other Offices Within ViSCA

1-10-261

Effective January 1, 2001, electric power consumption in dormitories and other offices/institutions within ViSCA will be determined. Reading of electric meters will be regularly done and results of meter reading shall be reported for appropriate action.

Electric power consumption of dormitories and attached offices shall be properly billed by the Accounting Division. Cost of electricity in this particular case shall be paid out of dormitory maintenance fund subject to pertinent rules and regulations.

For other offices within the campus such as ATI, ViFES, ViFARD, ViSCCO, VCO and BIDANI Micro-finance, bills for actual power consumption shall be prepared using the LEYECO rates. As ViSCA can no longer afford to subsidize their operating cost for electricity due to reduced allocation of ViSCA for light and illumination, this measure has to be implemented.

Results of electric meter reading and computation of cost of power shall be immediately forwarded to the Accounting Division so that appropriate billing can be prepared and collected.

For compliance.

[Signature]
PACIENCIA P. MILAN
President

cc: Dr. N. P. Pascual
Ms. N. V. Cala
Dr. C. B. Batoy
Ms. R. C. Lemos
ATI
ViFES
ViFARD
ViSCCO
BIDANI Micro-finance
Records
File

1/10/01
1-10-01
1/10/01
1/10
Hallam