



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## *Office of the President*

December 4, 1998

**MEMORANDUM NO. 127**

Series of 1998

**T O: All Offices, Centers and Departments**

**SUBJECT: New Ceilings Delegated to Some ViSCA Officials to Approve Financial Documents**

Effective immediately, the following officials have the delegated authority to approve payrolls, vouchers, POs and other claims indicated below:

1. Financial Mgt. Officer - P50,000 and below
2. Administrative Officer V - P50,001 to P150,000
3. VP for Academic Affairs - P150,001 to P250,000  
(for academic, except payrolls & other claims from regular staff)
4. VP for Administration - P150,001 to P250,000  
(for non-academic including payrolls & other claims from regular staff)

This new delegation of authority hereby amends Section 1.b.1 of Memo No. 111, Series of 1995. All other provisions of Memo No. 111 which were not amended by other issuances will continue to be enforced.

Please be guided accordingly.

  
**SAMUEL S. GO**  
President