



*Visayas State College of Agriculture*  
*Baybay, Leyte*  
**OFFICE OF THE PRESIDENT**

April 5, 1999

**MEMORANDUM NO. 31**

Series of 1999

**T O: Dr. Nerelito P. Pascual  
Dr. Justiniano L. Seroy  
Dr. Lelita R. Gonzal  
Dr. Salvador C. Dagoy  
Ms. Lourdes B. Cano  
Ms. Norma V. Cala  
Dr. Sixto P. Sandoval  
Ms. Roberta C. Lemos  
Ms. Milagrosa L. Gamotin**

**R E: VISCA Finance Committee**

With Dr. Nerelito P. Pascual as Chairman and the others as members, the ViSCA Finance Committee is hereby reconstituted effective immediately.

The functions of your committee are as follows:

1. Review and recommend for approval budgetary requests of departments/centers/units chargeable against the general fund of the college.
2. Review and recommend for approval requests to use fund balances of completed/dormant projects.
3. Recommend allocation of funds.
4. Formulate and recommend policies to attain economical, effective and efficient management of ViSCA's financial resources.
5. Periodically monitor and assess NCA releases and expenditures.

Your recommendations shall be forwarded to the College President for approval/appropriate action.

Ms. Bonita T. Montes will serve as Recording Secretary of the Committee.

All previous issuances inconsistent with this memorandum are hereby repealed/revoked accordingly.

For compliance.



**SAMUEL S. GO**

President *stn*

cc: Records  
File