

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte



November 13, 1987

MEMORANDUM NO. 140  
Series of 1987

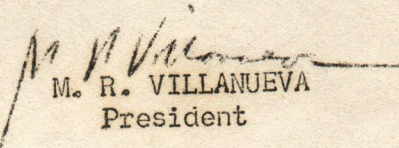
TO: Dr. Guindolino R. Gerona  
Dr. Paciencia P. Milan  
Dr. Vicente A. Quiton

RE: APPROVAL OF REQUESTS TO PERFORM OVERTIME WORK

Effective immediately, the Director of Research and Extension and the Director of Instruction are hereby delegated to approve/disapprove for the President requests for overtime work by personnel from all units under these offices, depending upon the nature of work and/or assignment. All other requests not covered by ODI and ODREx in the academic units will be acted upon by the Vice-President for Academic Affairs except for those coming from the Office of the President itself.

Action on any request must be based on need and availability of funds under your respective jurisdictions.

Please be guided accordingly.

  
M. R. VILLANUEVA  
President

cc: Department Heads  
Center/Institute Directors  
Budget  
Accounting  
OBA  
Auditing  
Personnel  
✓ Records  
File