

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

September 30, 1998

Memorandum No. 102  
Series of 1998

TO: All ViSCA Staff

RE: Availment of Clothing and Pre-travel Allowance for Official  
Travel Abroad

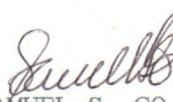
It has been observed that some ViSCA staff members make arrangements directly with funding agencies to travel abroad either to present a paper or act as researcher, lecturer, etc. When they receive confirmation of their travel and the corresponding travel grant, they usually request for official travel abroad <sup>and</sup> the corresponding availment of clothing and pre-travel allowances.

The Academic Personnel Board feels that this disrupts ViSCA's own staff development plan as a great portion of the money will be used up for clothing and pre-travel allowances of unprogrammed travel abroad.

Thus, in its September 2, 1998 meeting, the APB has approved a policy to grant pre-travel and clothing allowances only if the travel abroad is approved thru agency to agency arrangements. Direct invitation to a specific ViSCA personnel will not entitle him to the said allowances.

Effective immediately, therefore, ViSCA staff members are advised to make sure that their travel abroad should be agreed upon by ViSCA and the travel sponsor so that they can avail of the clothing and pre-travel allowances.

Please be guided accordingly.

  
SAMUEL S. GO  
President