



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

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MEMORANDUM CIRCULAR NO. 58

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T O: **All Concerned**

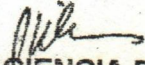
R E: **Revised Schedule in the Payment of Salaries of Casual
and Contractual Employees**

The existing schedule in the payment of the salaries of casual and contractual employees is every 20th and 5th of the month. This schedule is no longer practicable especially for those whose salaries and wages are charged to the general fund due to the monthly releases of NCA by the DBM.

In view of this, the revised schedule shall be every 17th day for the first quincena and every 30th or 31st for the second quincena.

Department/Centers and other units are requested to submit the payrolls of their casual and contractual employees at the Accounting Division three (3) days before the scheduled paydays.

For the information and guidance of all concerned.


PACIENCIA P. MILAN
President