



June 20, 1996





MEMORANDUM NO. 76  
Series of 1996

T O: Mrs. Roberta C. Lemos  
SUBJECT: Membership to the Finance Committee

In view of your position as Accountant III, you are hereby designated member of the Finance Committee effective immediately until revoked by the undersigned or by higher authorities vice Mrs. Erlinda S. Esguerra.

Please be guided accordingly.

  
SAMUEL S. GO  
President 

cc: Dr. N. P. Pascual   
Mrs. E. S. Esguerra  6/24/96  
Mrs. M. L. Gamotin  6/24/96  
Records  6/24/96

Minutes of the Finance Committee Meeting  
held at OP Conference Room last January 4, 1995  
(Wednesday) at 3:00 p.m.

Present:	Dr. Nerelito P. Pascual	- Chairman
	Prof. Sixto P. Sandoval	- Member
	Ms. Norma V. Cala	- Member
	Ms. Erlinda S. Esguerra	- Member
	Ms. Milagrosa L. Gamotin	- Member
	Ms. Lourdes B. Cano	- Invited

The meeting was called by the Finance Committee Chairman, Dr. Nerelito P. Pascual to discuss the 1995 allocation of funds. Before the meeting started, Ms. Milagrosa L. Gamotin was designated as committee secretary. Ms. Norma V. Cala distributed the copies and explained the figures reflected in the report as follows:

1. The amount appropriated for the year 1995 was based on last year's appropriation except for repairs and maintenance of government facilities (04) and of motor vehicles (05). The reserve of five per cent (5%) for the maintenance and other operating expenses (MOOE) can be taken from capital outlay funds so as not to reduce the funds allotted for MOOE. For labor contracts, thirty per cent (30%) of the allotted funds for repairs and maintenance can be distributed to the different units. The Centralized Fund - Administration under (04) is another funding source for labor employment.
2. Twenty-five per cent (25%) of the allotted funds for supplies and materials (07) can be utilized for emergency purchases and the remaining amount should pass through the centralized procurement.
3. The allotted funds for water, illumination and power services (14) are for VGO, VMO and Administration. All donations realized from electric consumption are remitted to trust fund. Questions were raised on ATI and ATEAP billing for electricity consumption. The Administrative Officer suggested that an electric meter should be installed at ATI to account for the actual electric consumption and informed PFO regarding this move.
4. The allotted funds for other services (29) includes printing services for materials released by PIORO and the annual reports of Planning Development Office.
5. Grants, subsidies and contributions of P250,000.00 is for VEPI of which P200,000.00 will be paid in cash and the P50,000.00 in a form of supplies and materials under given instructions (higher and advanced education).



INTERNAL CONTROL UNIT

RECEIVED VISCA 9-19-94 09:54  
RELEASED DATE TIME  
DATE TIME

September 15, 1994

MEMORANDUM NO. 94  
Series of 1994

T O: Dr. Nerelito P. Pascual  
Ms. Norma V. Cala  
Ms. Rosario L. Paulo  
Ms. Milagrosa L. Gamotin  
Prof. Sixto P. Sandoval

*on leave until Oct. 14/94 9/19*

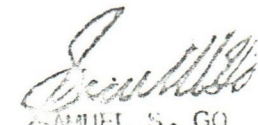
SUBJECT: Finance Committee

With Dr. Nerelito P. Pascual as Chairman, please constitute yourselves into a Finance Committee with the following functions:

1. Review and recommend for approval budgetary requests of Department/Center/Office chargeable against the Centralized Funds for General Administration, Advanced Education, Higher Education, Secondary Education, Auxilliary Services, Research and Extension.
2. Review and recommend for approval requests to use fund balances of completed/dormant research projects funded by FCARRD/other agencies until September 30, 1994.
3. Recommend allocation of funds
4. Formulate and recommend policies to attain an effective and efficient management of VISCA's financial resources.
5. Periodically assess releases from DBM and expenditures.

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

Please be guided accordingly.

  
SAMUEL S. GO  
President 9/19

cc: Records  
File

MINUTES OF THE 8th FINANCE COMMITTEE MEETING  
HELD ON OCTOBER 10, 1995  
AT THE OP CONFERENCE ROOM, VISCA, BAYBAY, LEYTE

Present:

Dr. Nerelito P. Pascual - Chairman  
Prof. Sixto P. Sandoval - Member  
Ms. Norma V. Cala - Member  
Ms. Milagrosa L. Gamotin - Member  
Ms. Erlinda S. Esguerra - Member  
Ms. Corazon Nuevo - Invited  
Ms. Bonita T. Montes - Recording Secretary

I. Review of Previous Minutes

Minutes of September 1 and September 11, 1995 were read and reviewed with the following corrections:

September 1 Minutes -

Page 1, line 37, spelling of "since"

Page 6, line 2, add "Ms." before Esguerra

line 3, removed hyphen for "well-taken"

Page 7, line 7, change "to" to "in"

September 11 Minutes -

Page 2, line 2, delete "no" and add "an"

line 3, delete the phrase "policy of the College"

after the word "existing" and change to "regulation"

prohibiting payment of"

Page 4, lines 24 and 25, Ms. Norma V. Cala suggested that the phrase "Member-Secretary" for Ms. Milagrosa Gamotin be removed and suggested to have one secretary for the Committee, thus, retaining only the Recording Secretary (Bonita Montes).

The minutes of the two meetings were approved as corrected.

Abene  
#120100

College  
resident  
CASHI

Attachment B

INTERNAL CONTROL UNIT

RECEIVED *9-19-94* *9:15*  
DATE TIME  
RELEASED DATE TIME

September 19, 1994

T O : Ms. Norma V. Cala  
Ms. Rosarie L. Paule  
Ms. Milagresa I. Gamotin *on leave until 10/14/94*  
Prof. Sixto P. Sandoval *9/19*

R E : FINANCE COMMITTEE MEETING

Please attend a meeting at the OVPA Conference Room  
on Tuesday (September 20), 2:00 P.M. to discuss and act on  
pending request per Memo No. 94, Series of 1994.

Please come on time.

*[Signature]*  
NERELITO P. PASCUAL  
Committee Chairman