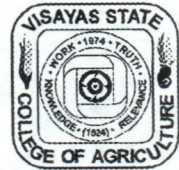


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



7 December 2000

MEMORANDUM CIRCULAR NO. 99

Series of 2000

T O: All Faculty Members and Administrative Staff

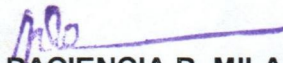
R E: Voluntary Contribution for the 2000 Baybay Town Celebration and Socio-Civic Activities

As ViSCANs and residents of Baybay, our cooperation in the coming Baybay Town Celebration is needed for the socio-civic activities of the municipality.

As such, your voluntary contribution is solicited and the suggested amounts will be as follows:

1. All faculty and administrative staff (regular, casual, temporary and contractual) receiving P10,000.00 or more per month will donate P100.00.
2. All faculty and administrative staff (regular, casual, temporary and contractual) receiving less than P10,000.00 per month will donate P50.00.
3. Each Dept./Office Head and Center Directors shall facilitate the signing of his/her staff the authority for the Cashier to deduct from the December 1-15, 2000 salary, the amount corresponding to their donation except those who will submit a written objection to this process to the Office of the College President.

All donation must be ready for remittance to Baybay not later than December 15, 2000.


PACIENCIA P. MILAN
President

cc: OVPA
Cash Division
Dr. I. P. Bertulfo
Accounting
Cash
Records
File

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



Date

AUTHORIZATION

Ms. Corazon U. Nuevo
Cashier
ViSCA, Baybay, Leyte

Dear Ms. Nuevo:

We, the undersigned personnel hereby authorize you to deduct from our salary as our donation to the socio-civic activities of the Municipality of Baybay, Leyte.

<u>Name</u>	<u>Signature</u>	<u>Amount</u>
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NOTED:

NERELITO P. PASCUAL
Vice President for Administration