

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

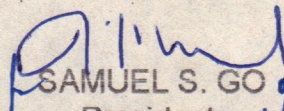
June 15, 1998

Memorandum No. 64
Series of 1998

T O: All Casual and Contractual Employees
R E: Deductions of Mandatory Premiums

It has been observed that remittances of mandatory premiums could not be prepared simultaneously due to the decentralized preparation of payroll. As a consequence, the schedule of remittances to GSIS, Philhealth, PAG-IBIG Fund and other agencies has been affected. To avoid penalty of delayed remittances, the administration has to institute a strategy to improve our system of remittance. Thus, for the month of June 1998, the Accounting Division is hereby instructed to deduct the mandatory premiums for June and July 1998 which include the following: GSIS life and retirement, medicare, PAG-IBIG loan payment and PAG-IBIG premium. So, with the one month advanced deduction for July 1998, the succeeding remittances will no longer be delayed.

For your guidance and compliance.


SAMUEL S. GO
President 6/16/98

cc: OVPA
Acctg. Div.
Records
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