Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
SAMAR COLLEGE
Catbalogan City
Tel. No. (055) 251-3021, 543-8381, Fax (055) 251-3021

MEMORANDUM

TO : **All Deans, Principals, Heads of Department**
All Faculty Members, Administrative Personnel

RE : **Policy against Collection/Acceptance of Fees**

DATE : **June 25, 2018**

This Memorandum is being issued to remind everyone about the collection/acceptance of money and the likes without the written approval of the Office of the President/Chairman of the Board.

There shall be no collection of any payment outside the school mandated fees unless approved by the Office of the President.

All payments made by the students within the school or for the school, for any activity must be deposited to the Office of the Treasurer.

All collections/payments under the care of any organization/department must be turned - over to the Office of the Treasurer.

All prior approved collections that were outside of the school mandated fees must be stopped immediately.

Concerned employee(s) found violating/violated this Memorandum shall be subjected to disciplinary measure which have the penalty of suspension or dismissal from employment subject to the requirements of due process or prior notice.

For your information, guidance, and strict compliance.

RHETT CAESAR L. PICZON
President & Chairman of the Board