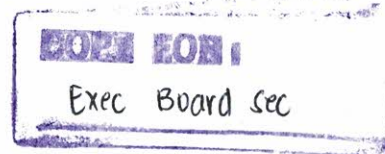




Republic of the Philippines  
Philippine State College of Aeronautics  
**OFFICE OF THE PRESIDENT**



22 January 2024

**MEMORANDUM CIRCULAR**

No. 01, Series 2024.

<b>PHILIPPINE STATE COLLEGE OF AERONAUTICS RECORDS CENTER</b>	
<b>R E L E A S E D</b>	
By: <u>MELANIE R. SACUEZA</u>	
Date: <u>30 JAN 2024</u>	Released No. <u>093 - 2024</u>

To: **ALL PHILSCA EMPLOYEES, STUDENTS AND OTHER  
STAKEHOLDERS**

Subject: **Reiteration of the No Unauthorized Collection Policy and  
Transaction Reminder**

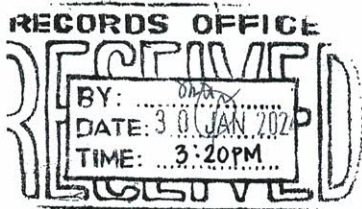
1. As have been continuously prompted, and as part of our commitment to transparency and accountability within PhilSCA community, we strongly emphasize our **“No Unauthorized Collection”** rule.
2. The College has consistently maintained its position against the unauthorized collection of any form of monetary transactions by students, faculty and staff not officially designated by the College under existing rules and laws. This is to ensure the integrity of our financial transactions and to protect the interests of everyone concerned.
3. Everyone is sternly reminded to remain vigilant and exercise caution when approached by anyone claiming to represent any program, Institution, Office or Campus of the College for any form of unauthorized financial transaction or collection of any kind.
4. Only the Collecting Officer stationed at the Cashier’s Unit is authorized to accept authorized and mandated fees and issue official receipt.





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5. The undersigned stringently reminds each one not to transact with unauthorized personnel, even if they present themselves as affiliated with any Institution, Office or Campus. If you encounter any suspicious proposals, activity or individuals attempting unauthorized transactions, please report it immediately to the Office of the College President through [opres.philsca@yahoo.com.ph](mailto:opres.philsca@yahoo.com.ph).
6. All external clients are reminded to take responsibility for their transactions with personnel within the confines of the campus. It is recommended that official business be conducted solely with authorized personnel during official working hours and within the designated workspace. Personal belongings are the sole responsibility of individuals while on the campus premises, and the College cannot be held accountable for any loss of any personal belonging or damage to personal property. It is strongly advised that individuals exercise caution and ensure the safety of their possessions at all times.
7. The Vice Presidents, Deans and Campus Directors are enjoined to ensure strict implementation of this memorandum, and enforce necessary action in case of complaints and any violation pursuant to applicable rules and laws.
8. Your cooperation and understanding are anticipated in order to maintain a secure and trustworthy environment within PhilSCA community.



  
**PROF. MARWIN M. DELA CRUZ, Ph.D.**  
President



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