

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 2, 1995

MEMORANDUM NO. 5  
Series of 1995

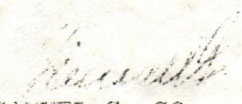
T O : Dr. Nerelito P. Pascual  
Ms. Milagrosa L. Gamotin  
All Units of VISCA

SUBJECT : APPOINTMENTS OF CASUALS AND EMERGENCY WORKERS

As practiced since last year, Dr. Nerelito P. Pascual is delegated to approve the appointment papers of casual employees and emergency workers after the Accountant certifies that funds are available for the purpose.

However, effective immediately, all appointment papers have to pass through Ms. Milagrosa L. Gamotin, Management Audit Analyst, for countersignature before their final approval. Job contracts shall pass through the Personnel Office, Accounting Office, Legal Office and Internal Control Unit before they are submitted for final approval.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Vice President's Office  
All Dept./Center/Office Head  
Budget  
ICU  
Accounting  
Records  
File