

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 126
Series of 1998

To: All Concerned

Date: December 3, 1998

Subject: Renewal of Appointments for CY 1999

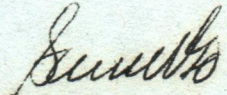
Please be reminded of the submission of appointments for the renewal of the casual and contractual employees for CY 1999. The approved appointment is a prerequisite before one is allowed to render service.

In view of the increased requirement for the cash gift next year (from the original P1,000.00 to P5,000.00) and the possible reduction of our lumpsum appropriation due to the regularization of some casual employees, imposition of service breaks is again resorted to. The renewal of appointments, therefore, shall be prepared for the period from January to June 1999 with a service break of three (3) days per month which shall be adjusted upon receipt of the approved appropriation for CY 1999.

It should be understood that only those included in the CY 1998 DBM certified plantilla allocation list and in service until December 31, 1998 shall be eligible for rehiring. For project-based personnel, the rehiring shall be based on the DOST approved list of projects for CY 1999. Those services contracted through the "job order/service contracts" shall be based on its necessity and availability of funds for the purpose.

All are enjoined to submit the appointments with the complete documentation and observe the standard processing flow to expedite their approval. The Vice-President for Administration is again delegated to approve appointments of non-plantilla personnel.

For information, guidance and compliance.


SAMUEL S. GO
President