



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

August 13, 1999

MEMORANDUM NO. 69
Series of 1999

T O: Mr. Raul L. Abit
Ms. Felicisima P. Israel
R E: Office Deployment

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As part of ViSCA's desire to improve efficiency and effectiveness by transferring employees to a unit where their skills and expertise can be fully harnessed and utilized, the following office deployment is hereby issued to wit:

1. Mr. Raul Abit shall continue to serve as Clerk of VLHS every morning but shall serve the Security Office every afternoon. Should he needs to be at the Security Office during morning hours, the same should be pre-arranged with the VLHS Principal ahead of time.
2. Ms. Felicisima Israel shall be assigned at the HRMDO to handle the salaries and other remuneration ledger cards. This assignment is an implementation of the auditor's recommendation that ledger cards of this kind should be handled and maintained by a regular employee and not by an emergency employee or those hired per contract.

In order to ensure that the VLHS operation will not be crippled because of the added assignment of Mr. Abit, at the Security Force, the person presently hired on contract at the HRMDO can be utilized by the VLHS for 5 days every month.

This memorandum shall take effect August 16, 1999.

Please be guided accordingly.

NERELITO P. PASCUAL
Officer-in-charge 8/16/99

cc: Prof. C. D. Espina
Prof. D. S. Ugsang
HRMDO
Records - 8/17/99

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