

# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte

## **OFFICE OF THE PRESIDENT**

December 15, 1999

Memorandum No. 139  
Series of 1999

To: All Concerned

Subject: **Renewal of Appointments for CY 2000**

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Inasmuch as the CY 2000 appropriations bill has not been approved yet, the renewal of appointments of casual and contractual employees shall be processed for three (3) months only without service break. This is based on the assumption that there will be no salary increase effected in the earlier part of next year. In case there will be any, adjustments shall be made accordingly.

The renewal shall only be for those who are in service until December 31, 1999 as reflected in the Plantilla Allocation List. This includes project-based personnel of ongoing projects based on the approved CY 2000 R & D program.

Please be informed that the MOOE budget as reflected in the CY2000 Net Expenditure Program has been considerably reduced. Thus, this will greatly affect the services contracted through "job order/service contract." You are encouraged, therefore, to study the possibility of pooling these services and to engage such services only when necessary.

Another concern is those on contract services under object 200-29 (MOOE) shall meet the following requirements:

1. Requires "highly specialized or technical expertise in a field of special knowledge or training" not available in the agency
2. In all cases, there has to be a project or specific job or work to be accomplished for a specific period




3. That the regular staff of the agency cannot adequately provide the necessary technical skills and expertise needed
4. Shall not perform functions which are non-technical, supervisory, or administrative/clerical in nature

Services engaged in special projects, specific and temporary jobs such as planting, weeding, harvesting, construction of fence, plumbing/carpentry works, repair jobs, and other similar jobs can be charged to MOOE.

Please submit the appointment papers with the complete requisite documents and observe the standard flow of processing appointments to expedite their approval.

For information, guidance and compliance.

  
PACIENCIA P. MILAN  
President