

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

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MEMORANDUM CIRCULAR NO. 70

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T O: All Project/Study Leaders

R E: Appointment of Science Research Assistant/Science Aide Under Job Order or Job Contract Status

The Civil Service Commission has promulgated Resolution No. 02-0790 otherwise known as the Policy Guidelines for Contract of Services. The said Policy Guidelines do not strictly prohibit the practice of service contracting or job order employment but allows exemption subject to certain conditions. We are in the process of requesting exemptions in the hiring of Science Research Assistant or Science Aide under Job Order or Job Contract, hence, please submit the name of all Science Research Assistants/Science Aides that will still be hired this year and all those that will be renewed next year. The following documentary evidences are also requested to be submitted:

1. Personnel Service Itemization
2. Position Description Form
3. Contract of Service or Job Order
4. Personal Data Sheet
5. Other documents, if any, which can support the assertion that contracting the services is done in the exigency of the service and that it is not feasible to hire them under a casual or a contractual appointment.

A processing fee of P200.00 per person is also required which can be chargeable against the project for this initial request if funds are available. However, the person concerned will have to pay for the succeeding request.

For information and compliance.


PACIENCIA P. MILAN
President