

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

December 19, 1994

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 122
Series of 1994

T O : Departments, Centers and Units Concerned

SUBJECT : REAPPOINTMENT OF CASUAL AND CONTRACTUAL EMPLOYEES
FOR 1995

Please be reminded of our decisions during the meeting held at the Social Hall last December 16, 1994 regarding the processing of reappointment papers of our casual and contractual employees. While the ViSCA administration has originally planned to re-employ all our existing employees, we cannot do this because we have to comply with the Attrition Law. Hence, we have resorted to the following options:

1. The number and position title to be reappointed shall be limited to the items previously authorized by DBM and CSC. For the casuals charged to lumpsum appropriation, DBM has authorized ViSCA to employ a maximum of 292 only.
2. Using the present salary/wage rates, a service break of 24 days for the whole year or 2 days per month shall be imposed on all reappointed casuals and contractuels. Any adjustment in their salaries/wages in 1995, if any, shall be dependent on the receipt of additional appropriation for this purpose.
3. Unit heads concerned shall submit their recommendations for the reappointment of their casuals to the Office of the President not later than December 23, 1994 using the following information as guide: (The number of recommendees shall not exceed their allocations and the criteria for retention shall follow the guidelines prepared by HRMDO, reviewed by NAPB and approved by OP. Those with problems, as indicated in the remarks column, shall be resolved by a committee chaired by Mrs. M. Gamotin and the AO, HRMO, and Unit Heads concerned as members).

<u>Position Title</u>	<u>For reappointment/Remarks</u>
a. Broadcast Prog. Prod. Announcer	- All/OK
b. Information Systems Analyst	- All/OK
c. Public Health Nurse I	- All/OK
d. Librarian I	- All/OK
e. Computer Operator II	- All/OK
f. Educ. Res. Asst. I	- All/OK
g. Artist Illustrator II	- Withhold /No DBM authority yet
h. Clerk IV	- All/OK
i. Farm Supervisor	- Withhold/No DBM authority yet
j. Property Custodian	- All/OK
k. HRM Asst.	- Withhold/No DBM authority yet
l. Data Entry Machine Operator I	- All/OK
m. Elec. & Comm. Equip. Tech.	- Excess of 1/To be resolved by the Committee

Position Title	For reappointment/Remarks
n. Lab. Technician	- For NARC
o. Motorpool Dispatcher	- All/OK
p. Museum Technician	- Withhold/No DBM authority yet
q. Clerk II	- OK for 2/VMO Clerk 2 has to wait for DBM authority
r. Comm. Equip. Operator	- All/OK
s. Forest Ranger	- All/OK
t. Machinist I	- For DAEM
u. Nursing Attendant	- OK
v. Proofreader I	- OK
w. Supplies Checker	- All/OK
x. Clerk I	- All/OK
y. Driver I	- All/OK
z. Illustrator I	- Excess of 1/To be resolved by the Committee
aa. Laborer II	- Withhold/No DBM authority yet
ab. Security Guard I	- All/OK
ac. Guest House Caretaker	- All/OK
ad. Lab. Aide I	- Excess of 2/To be resolved by the Committee
ae. Messenger	- All/OK
af. Watchman	- Withhold/No DBM authority
ag. Crafts & Trade Helper	- For the Library
ah. Utility Worker I	- Excess of 1/To be resolved by the Committee
ai. Laborer I	- Excess of 133/Use the following allotment:

Allotment of Available Slots

i	PRCRTC	- 18
ii	DASVM	- 12
iii	Horti.	- 4
iv	RCRC	- 17
v	NARC	- 11
vi	DPP	- 3
vii	DPBAB	- 1
viii	DASS	- 4
ix	SPMD	- 2
x	DAEM	- 2
xi	PFO	- 12)-may be revised into
xii	LUPDU	- 6) non-laborer positions
xiii	Forestry	- 1

4. Depending upon the availability of funds, some of those not within the "magic 292" or not within the "authorized contractals" can still be absorbed by ViSCA in any of the following funding sources: Trust, RF, MOOE, CO.
5. Those under Trust or RF can be issued reappointment but their leave credits are non-commutable.
6. Those under MOOE or CO cannot be issued reappointment. Their services, if needed, shall be paid on "Job Contract" basis.
7. ViSCA shall be requesting DBM for the funding requirements of the leave benefits of those who cannot be reappointed in 1995.
8. Information on the availability of MOOE and CO money by department/unit, which can be partly used to pay services on "job contract" basis, shall be issued as soon as ViSCA can received the A/A from DBM.

Please be guided accordingly.

Samuel S. Go
SAMUEL S. GO
President

cc: All Dept./Center/Office Head
Vice President for Adm.
Records
File

Rating Scales for Work Performance and Other Traits of Skilled
and Non-Skilled Employees of VISCA

Name of Employee: _____ Date: _____

Unit: _____ Status of Appointment: _____

C R I T E R I A		Possible Points	Earned Points
A.	Length of Satisfactory Service (1 pt. per year of Satisfactory Service not to exceed 20 points)	20	_____
B.	Behavioral Traits		
1.	Punctuality and attendance - Reports to work on time and regularly to accomplish assigned task. (Kanunay nga motungha sa trabaho sa tukma nga oras ug mobuhay sa angay nga buhatonon.)	10	_____
2.	Dependability - Ability to deliver the expected work output. (May katakus sa pagtrabaho sa gikina- hanglan nga buhaton).	5	_____
3.	Diligence - Performs work conscien- tiously and diligently (Makanunayon ang pagtrabaho bisan anaa o walay magbantay kaniya)	10	_____
4.	Ability to understand and follow instructions. Knows what he is doing. (May kabanghaagan sa pagsabot og pagsunod sa isulti kaniya nga angay nga buhaton. Maantigo siya sa iyang gibuhat.)	5	_____
5.	Work attitude - shows initiative and resourcefulness in whatever work assigned to him. (Maantigo nga mohuna-huna sa angay nga buhaton o guipabuhay nga angay nga buhaton).	6	_____

C R I T E R I A

	Possible Points	Earned Points
6. Human Relations - Establishes a harmonious working relationship between supervisor and peers in and outside the work place. (Mahibalo nga modala og mga tawo sa pagtrahabo ug masulondon usab sa iyang mga kauban alang sa kahumanan sa buhat)	5	<hr/>
7. Courtesy - Polite, kind and thoughtful towards the public in manners of speech and action. (Mati-nahuron, mangiloy-on, mahuna-hunaon sa mga tawo sa pulong ug sa buhat.)	5	<hr/>
8. Interest - Willingness to work beyond office hours when the job requires immediate completion (Mosugot patrahahoon gawas sa oras tingtrabaho kon ang buhatonon gikinahanglang taposon).	10	<hr/>
C. Productivity & acceptability of work done (Based on feedback from all randomly selected clientele)	24	<hr/>
TOTAL	100	