

OFFICE OF THE PRESIDENT

January 14, 1991

MEMORANDUM NO. 5
Series of 1991

T O: All VISCA Unit Heads and Employees
R E: 1991 Situationer and Required Adjustments

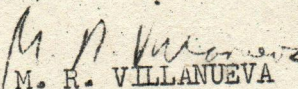
The Office of President Corazon C. Aquino has set the tone for 1991 in her Administrative Order No. 205 reflecting her firm commitment to reverse the economic trend. However, our President has chosen the path of reversing the country's economic trend, not by appropriating more funds nor creating more positions in the government but by cutting down on expenses and using available resources more efficiently.

You must have learned also by now that the 1991 General Appropriations Act has not been passed and that by operation of law we are adopting the 1990 budget for the meantime. Be that as it may, there is a likelihood that the 1991 budget is simply a reenactment of the 1990 budget, less capital outlay and foreign-assisted project. You must be aware also that we operated in 1990 with some supplemental funding from sources other than the 1990 appropriation. Unfortunately those supplemental sources have been exhausted. Therefore, we can not maintain the same work force and procure the same volume of goods as we did in 1990 even if the 1990 budget is reenacted in 1991.

Consequently, all vice presidents and program directors have been advised of their expected 1991 budgets and instructed to institute a corresponding adjustment in manpower structure and other cost cutting measures. In adopting cost cutting measures provided under Memorandum No. 205 and DBM Circular 91-1, they have been made aware that personnel should be evaluated with performance and work attitude as the top criteria. Expect that more strict adherence to government rules and regulations and their implementation shall be observed.

In this connection, all casual, temporary and contractual employees are advised that they can be assured of employment for two months (January-February 1991). This shall be considered as advanced notice in the event that some personnel cannot be granted renewal. Furthermore, all supervisors are advised to hold the issuance of appointments until cleared by the Directors concerned while integration is being done.

For guidance of all concerned.


M. R. VILLANUEVA
President