



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
**Office of the President**

29 March 2000

## MEMORANDUM CIRCULAR NO. 28

Series of 2000

**T O: All Concerned**

**R E: Performance Evaluation Review Committee**

In compliance with CSC MC No. 13, s. of 1999, the Performance Evaluation Review Committee of the college is hereby created immediately with the following as members:

1. For Academic staff
  - VP for Academic Affairs - Chairman
  - Director of Instruction - Member
  - HRMDO Director - Member
  - Head, Planning Unit - Member
  - Two members nominated by the VFA, (one junior and one senior) - Members
  - Head of the department/center where the faculty to be rated belongs - Member
2. For Administrative staff
  - VP for Administration - Chairman
  - Administrative Officer - Member
  - HRMDO Director - Member
  - Head, Planning Unit - Member
  - Two members from the rank and file to be chosen through general election of administrative staff - Members
  - Head of office or unit where the administrative staff to be rated belongs - Member

In view of this, the ViSCA Faculty Association is hereby requested to submit to the HRMDO the names of the VFA representatives to sit in the PERC. For the administrative staff, the Administrative Officer and the HRMDO Director are requested to call a meeting of all administrative staff for them to select their rank and file representatives for submission to the HRMDO not later than April 15, 2000.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President