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VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

January 13, 1984 7

MEMORANDUM NO. 5
Series of 1984


T O: All Department/Office Heads and Center Directors

SUBJECT: Amendment to Memorandum No. 220, Series of 1983
(Approval of Work Permit for Casual Employees)

In order to facilitate the attainment of goals and simplify office procedures, Directors of Instruction, RTC-RD, PRCRTC, RCRC, CSR, Research and Extension and the Vice President for Administration are hereby authorized to approve in behalf of the undersigned permit to work of casual employees during Saturdays/Sundays and Holidays provided they will not exceed their quarterly allotment for personal services for each casual employee. This also includes permit to work on Saturdays, Sundays and Holidays for casual employees of research and construction projects. Permits to work during Saturdays, Sundays and Holidays should be issued for periods not exceeding one month for each permit issued.

Approving officials shall be held liable for payment of services during Saturdays, Sundays and Holidays beyond the usual quarterly allotment for each casual employee allotted by the Budget Office.

The Accounting Division and the Internal Control Unit are requested to see to it that this memorandum is strictly observed as well as the provisions of Memorandum No. 220, Series of 1983.


F. A. BERNARDO
President