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Memorandum No. 61  
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T O: All Directors, Office/Department Heads & Research Leaders  
R E: Employing and Laying Off of Personnel

From time to time, we are compelled to lay-off personnel based on available funds or other factors beyond our control. Very often, complaints from affected employees cannot be avoided, particularly when procedures in terminating employment are not established and well understood.

To minimize misunderstandings between employees and supervisors, the following steps must be observed:

1. Criteria must be established that will allow identification of personnel for termination/renewal even among personnel of similar positions and skills. In formulating the office guidelines, existing policies of the College must be considered, particularly the policy of giving priority to personnel affected by land acquisition. Needless to say, qualifications must be equally considered.
2. Employees to be terminated should be given at least 30- and 60-day notices for administrative and faculty members, respectively, before the termination period.
3. Whenever there are vacancies, all supervisors and research leaders should give priority to laid-off personnel, within and outside their respective units.
4. Any new appointment for casuals must include a certification from the Administrative Officer that the applicant is either or both laid-off employee or affected by land acquisition, or that the employee is neither of these categories because the skills and attitudes needed can not be found among them.

To implement the above procedures, the Administrative Officer is hereby authorized to revise the required appointment papers, if needed, and that the Personnel Officer shall regularly make available to all units updated list of laid-off personnel, their former office of employment, skills and other descriptions. The list should no longer include personnel permanently terminated due to some administrative reasons.

If we have guidelines/criteria, our decision will be less subject to being challenged and can be defended more easily. The varying situations in different offices/units are being recognized, hence, individual sets of guidelines in Step 1 are recommended. However, the personnel board may come up with uniform procedures later.

These procedures shall take effect immediately and shall supersede any previously established procedures to the contrary.

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Officer-in-Charge

cc: Administrative Officer  
Personnel Officer