

177

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

April 12, 1993

MEMORANDUM NO. 49
Series of 1993

TO: All Department/Center/Office Heads

RE: Service Break

In view of the tight budgetary outlay of the College, there is a need to impose Service Break covering support staff only - excluding project-based and contractual staff beginning April 1993.

The number of days of Service Break for 1993 of support staff charged to the different accounts are as follows:

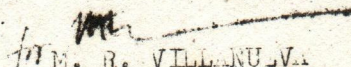
Staff charged to:

P.S.	12 days for 1993
M.O.O.F.	21 days for 1993

All unit heads are hereby directed to furnish the Personnel Office the schedule of Service Break of their affected staff not later than the 16th of April.

All unit heads are also directed to submit to the Personnel Office the workload and actual duties and responsibilities of all their support staff especially of their clerical and/or casual personnel. Failure to adequately justify the necessity/importance of their personnel (especially project-based personnel) will mean termination of the concerned staff.

For immediate compliance.


M. R. VILLANUEVA
President