

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

August 10, 1995

MEMORANDUM NO. 97
Series of 1995

T O: Mrs. Lourdes B. Cano → *[Signature]*
Administrative Officer V

SUBJECT: Study of Workload Assignment of Administrative Personnel

In our effort to improve efficiency and effectiveness of support services, you are hereby directed to study the workload distribution of personnel assigned in the various administrative units with the Physical Plant Office as the first unit to be studied. Any re-adjustment of work assignments may be recommended for immediate implementation and personnel left underloaded must be recommended for transfer to offices needing additional manpower. Efforts should be exerted to make the PPO a model administrative unit in VisCA.

Consultation with the PPO supervisors should be conducted before finalizing recommendations for improvement. Your report is expected on or before September 30, 1995.

Please be guided accordingly.

[Signature]
SAMUEL S. GO
President

cc: Vice President for Adm. → *[Signature]*
Personnel Office
Records ——— *[Signature]*
File