

Visayas State College of Agriculture  
Baybay, Leyte

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 148  
Series of 1995

T O : All Department/Office Heads, Directors and Project Leaders

D A T E : December 19, 1995

SUBJECT: Renewal of Appointments of Non-Plantilla Personnel

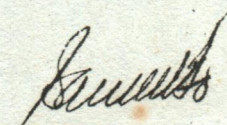
Please be advised that appointment of casual and contractual employees is already due for renewal. It is understood that one cannot commence work without an approved appointment.

Due to budgetary constraints under the lumpsum appropriation for casual, contractual and emergency employees, imposition of service breaks is necessary. Renewal of appointments, therefore, shall be based on the following guidelines:

1. Service break shall be seven (7) days per month. This is applicable to both casual and contractual personnel. Salaries and wages of employees who work during their service breaks shall be sourced from appropriate funds other than the General Fund as identified by the unit heads. The number of service break may be adjusted accordingly depending on our financial condition.
2. Only those working until December 31 of this year shall be eligible for reappointment. Project-based personnel shall be hired based on the approved listing of R & D projects for CY 1996. Units and/or projects requiring new personnel to replace those who shall resign shall secure the required CSC authority to hire.
3. The duration of the appointment shall be for six (6) months renewable for another six (6) months subject to availability of funds.
4. Existing and new projects without incumbents shall be allowed to hire personnel on service contracts chargeable against the projects' MOOE budgets.

In view of the foregoing, you are requested to process the appointment papers with the requisite supporting documents and strictly follow the flow of the documents to expedite their approval.

For information, guidance and compliance.

  
SAMUEL S. GO  
President