

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

December 2, 1997

Memorandum No. 114
Series of 1997

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

SUBJECT: Rehiring of Non-Plantilla Personnel

Please be informed that appointment of casual and contractual employees is due for renewal. It is understood that we cannot commence work in 1998 without an approved appointment/service contract.

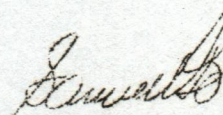
Due to the implementation of the new salary rate effective January 1, 1998 and the resulting budgetary constraints under the lumpsum appropriation for casual and contractual employees, imposition of service breaks and transfer of some personnel from PS to MOOE funding are again resorted to. Hence, renewal of appointments shall be based on the following guidelines:

1. Using the new salary rate per NBC No. 458, a service break of six (6) days per month is imposed. 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 days of service break may be adjusted later depending on availability of funds.
2. Only those with appointment until December 31, 1997 shall be eligible for rehiring. For project-based personnel, their rehiring shall be done only if their R & D projects are in the approved list for CY 1998.
3. All project-based laborers qualified for rehiring shall be transferred to MOOE funding under the "job order" system at the following rates:
 - 3.a. Laborer II - P4,700 per month
 - 3.b. Laborer I - 4,000 per month

4. For departments/centers/units with laborers who are non-project-based and who were under PS during the CY 1997, a minimum of 50 percent shall be transferred to MOOE funding following the scheme indicated in item 3.
5. Existing and new R & D projects without incumbents shall be allowed to hire personnel but on "service contract" basis chargeable against the projects' MOOE allotment. For non-laborers, the rates are as follows:
 - 5.a. Science Res. Asst. - P7,000 per month
 - 5.b. Science Aide - 5,000 per month
6. The Vice President for Administration is again delegated to approve appointments for casuals and emergency workers, and permits for overtime services.

In view of the foregoing, you are requested to process the appointment/service contract of your personnel with the requisite supporting documents and strictly follow the flow of processing documents to expedite their approval.

For information, guidance and compliance.


SAMUEL S. GO
President