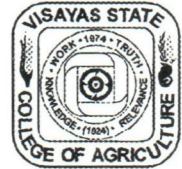


# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines

Office of the President



14 August 2000

## **MEMORANDUM CIRCULAR NO. 65**

Series of 2000

**T O: All Administrative and Support Units**

**R E: Submission of a Detailed List of Office Functions**

In order to guide the Personnel Audit Committee in determining whether the over-all functions of the office has been equitably distributed among its staff, a detailed list of office function is necessary. This will also serve as basis in re-grouping personnel in order to fully maximize the manhours of all employees. In view of this, you are requested to submit the list of functions of your unit.

The required list must be submitted to the Personnel Audit Committee thru the HRMDO not later than August 31, 2000.

For compliance.

  
**PACIENCIA P. MILAN**  
President