

Copy for: Planning Office

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

April 18, 1995

MEMORANDUM NO. 53
Series of 1995

T O: Center Directors. Department and Office Heads

R E: Staff Survey

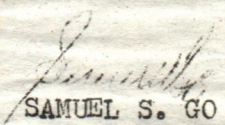
Please fill up the attached survey form and submit it to the Office of the College President after it shall have been completed on or before April 28, 1995.

Staff needs of academic departments can be based on minimum TPAE requirement and subjects presently offered using 1994-95 first semester enrolment as guide. Existing research and extension projects and administrative assignments of academic staff should also be taken into account. It should include both academic and administrative or support staff.

Academic and support staff requirement of research centers should be based on center thrust and objectives which should be kept attuned to DOST thrust since allocation and release of research funds are partly controlled by DOST. Administrative workload of academic staff should be considered in determining academic staff needs.

Staff requirements of administrative and support offices must be based on current needs. Civil Service Commission qualification standard can be used as guide in setting educational qualification for administrative staff.

For compliance.


SAMUEL S. GO
President

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[illegible]

Department/Center/Office _____

Staff Needed		Actual No. of Staff				Deficiency/ Excess
Degree and Area of Specialization	Number Needed	Reg.	Temp.	Contractual/Casual	Total	
II. Administrative						
A. Ph.D. in:						
B. MS/MA in:						
C. B.S. in:						
D. Non-degree						

Submitted by: _____