

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

January 28, 1997

MEMORANDUM NO. 10  
Series of 1997

T O: All Department Heads

R E: Hiring of Laborers on Job Order Basis

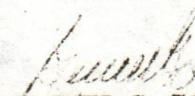
In order to assure uniformity in the implementation and to protect the interest of the government, the following guidelines in the hiring of laborers on job order basis is hereby issued:

1. The department/center concerned should submit the necessary request to the College President thru channels, duly supported with the program of work as prepared, reviewed and certified correct by the department/center head concerned. Said program of work should be presented to the PPO Director for evaluation and review of the cost estimates.
2. The ICU should be provided by the department concerned with a copy of the approved Job Order. Said office is authorized to spot check and evaluate accomplishments. The report of inspection should serve as one supporting document to facilitate payment. Since spot inspection cannot be done efficiently with only one or two people of the ICU, the following people are hereby appointed inspection team to monitor accomplishments of laborers hired on job order and also those thru pakyaw contract:

- |    |                    |   |          |
|----|--------------------|---|----------|
| a) | Mr. Sergio Abenio  | - | Chairman |
| b) | Mr. Manuelito Pala | - | Member   |
| c) | Mr. Prisco Vidal   | - | Member   |

Either of them can do the spot inspection, upon authorization of the chairman or Ms. Milagrosa Gamotin. However, the team should recommend as a body by signing in the inspection report.

This guideline should take effect immediately.

  
SAMUEL S. GO  
President