

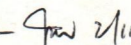


February 10, 1997

MEMORANDUM NO. 16
Series of 1997

T O: Dr. Nerelito P. Pascual 
Dr. Vicente A. Quiton 
Dr. Roberto C. Guarte
Prof. Sixto P. Sandoval
Ms. Lourdes B. Cano — 


R E: Committee to Identify Staff Entitled to Step Increments Based on Merit per Joint CSC and DBM Circular No. 1, Series of 1990

With Dr. Nerelito P. Pascual as Chairman and Mrs. Lourdes B. Cano as Secretary, please constitute yourselves into an incentive and awards committee to determine the list of staff entitled to receive step increments based on merit per Joint CSC and DBM Circular No. 1, series of 1990.

The procedures in the determination of staff entitled to merit increase should strictly follow the systems and procedures prescribed by the Civil Service Commission and ViSCA's own merit system.

Please submit your report and recommendation not later than March 15, 1997.

For compliance.


SAMUEL S. GO
President 