

24 January 1991

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 13
Series of 1991

TO: All Office, Unit, Department and Center Heads

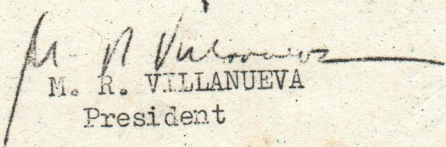
RE: PROPOSED PAL REVISION from DBM Task Force for
Non-Faculty Positions

I am furnishing you a copy of the proposed modification presented by the DBM Task Force for selected positions of administrative and related personnel. Please review this list carefully to make sure that all personnel holding the same position classification and/or performing similar functions, regardless of unit assignments and whether a formal request was submitted or not, are adjusted equally. Likewise, all modifications should consider their present assignments/functions rather than their expected or future functions as perceived by their supervisors in order to avoid complications in the general assessment of the overall recommendations.

Please submit your recommendations, properly endorsed by the respective program directors, to the Office of the President by January 30, 1991. These recommendations shall be reviewed by a VisCA Task Force before it is endorsed by this Office to the DBM Task Force.

For your guidance, you may consult the Human Resource and Management Office (Personnel Office).

Please be guided accordingly.


M. R. VILLANUEVA
President