



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte
Philippines

September 10, 1999

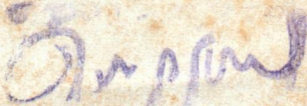
MEMORANDUM NO. 76
Series of 1999

TO: All Dept./Office/Center Directors

RE: Approved request to hire/renew the appointment of casual employees in support of the casual plantilla form

The plantilla form for casual employees has just been revised effective July 1, 1999 with the HRMDO head and the College President only as signatories. The signature of the FMO and the Accountant are no longer found in the form.

To ensure that the appointment or renewal of appointment is in order or covered with appropriation, a request to hire or renew the appointment of casual employees must first be prepared by the Dept./Office Heads & Center Directors and submitted to the College President, through the HRMDO, FMO and Accounting Office for approval. The approved request shall become HRMDO's basis in preparing the plantilla of the casual employees concerned. Attached is the suggested format of the recommendation.


NERELITO P. PASCUAL
Officer-In-Charge