

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 12, 1995

MEMORANDUM NO. 14
Series of 1995

T O : Departments and Centers Concerned

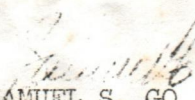
SUBJECT : MOOE MONEY FOR "LABOR CONTRACT"

1. The 1995 MOOE money which are available for use by our displaced workers in a form of "labor contract" are allotted in the following units. This shall support the "labor requirement" of on-going research and other activities that have no or inadequate P.S. allocation:

	<u>UNIT</u>		<u>ALLOTMENT</u>
a.	Dept. of Horticulture	P 100,000.00
b.	Dept. of Forestry	60,000.00
c.	Dept. of Plant Breeding	20,000.00
d.	D A S S	100,000.00
e.	DASVM	100,000.00
f.	ERHS	40,000.00
g.	LUPDU	80,000.00
h.	LUAPU	40,000.00
i.	NARC	40,000.00
j.	PPO	280,000.00
k.	RCRC	120,000.00
l.	Others (placed under CF Admin)		<u>238,350.00</u>
	<u>TOTAL</u>		<u><u>P1,218,350.00</u></u>

2. The unit allotment may come from one or more sources (i.e. from O4 or O5; from A.1, A.2, A.3, etc.) and the amount from each source will be determined by the Financial Management Officer. However, savings from research last year which can be used also for "labor contract" are not part of the amount mentioned in item 1. Moreover information on the sub-allotment by project in each unit/center/department will be prepared by FMO.
3. It is estimated that an allotment of P100,000.00 can accommodate about 5 persons in one year (i.e. P20,000.00 per person). However, the department/center/unit may increase or decrease the number of persons provided that expenditures for "labor contract" will not exceed the allotment.
4. For more information as to the forms and procedures in the execution of "labor contract", please consult the following offices:
 - a. Administrative Office
 - b. Internal Control Unit
 - c. Unit Concerned
5. Hiring of personnel on "emergency basis" shall be minimized.

Please be guided accordingly.


SAMUEL S. GO
President

cc: All Dept./Center/Office Head
Vice President for Adm.
Records File