

June 4, 1987

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MEMO NO. 61
Series of 1987

T O: ALL CONCERNED

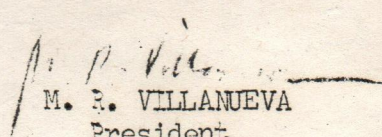
SUBJECT: CONTRACT OF RESEARCH PERSONNEL

Per CSC Memo Circular No. 9, s. 1986, contractual appointments must be submitted to the Civil Service Commission in a duly executed contract by the parties concerned. In view of this circular all recommendations for new or renewal of contracts should be prepared at least one month in advance since the Civil Service Commission allows us sixty (60) days only to submit the contracts.

Any complication in the action of the Civil Service Commission that may result from the delay of submitting the contracts shall be the responsibility of the supervisors.

All personnel concerned shall accomplish two copies each of Personal Data Sheet (w/ ID pictures) and Position Description Form.

For compliance.


M. R. VILLANUEVA
President