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March 14, 1991

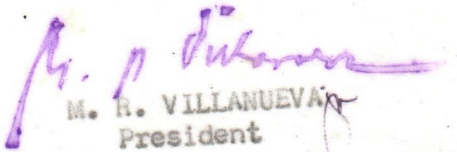
MEMORANDUM NO. 35  
Series of 1991

T O: The Academic Personnel Board  
The Non-Academic Personnel Board  
R E: Redeployment of Positions and Personnel

Pursuant to AO 205 and NBC 421, and notwithstanding that VISCA is a one-unit institution, you are hereby tasked to perform the functions on ad hoc basis of the Committee on Staff Rationalization in your respective sectors. Specifically, you are expected to perform the following functions per NBC 421:

1. Establish objective and verifiable criteria for the identification of optimal manpower allocation among the various units within the agency and across regions;
2. Determine specific positions and personnel to be redeployed;
3. Prepare the redeployment scheme in accordance with due process and specific Civil Service rules and regulations.

In addition to these functions, the Personnel Boards, as part of their general functions, are advised to formulate procedures or schemes for retention and reduction of personnel in the event that such a step cannot be avoided in the future. These schemes should be based on the degree of relevance of each position to the agency mandated functions and activities. Excess positions and manpower shall be determined on the basis of some rational criteria based on specific activity and work volume requirements. On the basis of this task, please submit your recommendations by April 19, 1991.

  
M. R. VILLANUEVA  
President