

OFFICE OF THE PRESIDENT

February 28, 1994

MEMORANDUM NO. 27
Series of 1994

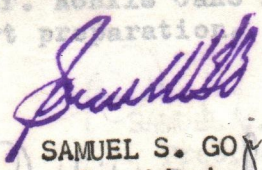
T O: Dr. Nerelito P. Pascual
Mrs. Lourdes B. Cano
Dr. Vita S. Polo
Mrs. Teresita L. Quiñanola

R E: Complete Tabulation of Points for ViSCA Academic Staff Who Have Reached the Maximum Limit for the Highest Academic Position

You are hereby requested to prepare our report on personnel actions (ROPA) to the Civil Service Commission for the submission of reports on PERSONNEL ACTIONS (ROPA) TO THE CIVIL SERVICE COMMISSION. As basis for merit promotion, awards to be given by the Civil Service Commission and other agencies and determination of ViSCA's staff strength you are required to compute the total points of ViSCA academic staff who have earned points beyond the maximum for the highest academic position available. If they have reached 185 or 190 points, as the case maybe, their total number of points should be properly recorded although the maximum points required is only 160 or 165.

Mr. For compliance. Escabal and Mr. Ronilo Cano may be utilized to assist you in the report preparation.

For compliance.


SAMUEL S. GO
President

cc: Vice President for Adm.
OIC-Adm. Officer
Mr. E. Escabal and Mr. R. Cano
File

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