

# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines

Office of the President



2 January 2001

## **MEMORANDUM CIRCULAR NO. 01**

Series of 2001

**T O: All Concerned**

**R E: Renewal of Appointments for CY 2001**

Pending enactment of the FY 2001 General Appropriations Act, processing of the renewal of appointments for casual and contractual employees shall be made for three (3) months and six (6) months, respectively, with a service break of two (2) days per month. This is computed based on the existing employees whose salaries and wages are charged to the general appropriations and the provision of the expected 25% decrease of budget. It should be noted that in the event of any salary adjustments, only the funding requirement for plantilla positions is provided for as no provision is granted for non-plantilla items.

Personnel hired whose salaries and wages are charged to grants e.g. DA-BAR, PCARRD, DOST, CHED & foreign funded projects can be contracted for one (1) year subject to availability of funds.

Please be advised that the Y2001 budget for Maintenance and Other Operating Expenses (MOOE) is reduced by 25%. A problem also cropped up in the segregation of the budget of the integrated schools where the appropriation of RKKMAFTI was deducted from ViSCA's budget instead of taking it from SLSCST. We are working on the rectification and/or 100% restoration before Senate's approval.

In view of this, allocations to the different departments, offices, units and centers (including VFES) shall be reduced accordingly unless additional funds shall be made available. All heads of units and project leaders are, therefore, requested to make adjustments and prioritize their MOOE requirements. Please submit the adjusted breakdown of your MOOE based on Y2000 Budget less 25% to the Office of the President, copy furnished FMO. No request for funding shall be approved pending the receipt of the adjusted MOOE expected expenditures.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President