

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

July 1, 1996

Memorandum No. ⁸⁵
Series of 1996

T O : Ms. Lourdes B. Cano - *hpl 7/2/96*
Prof. Paciano T. Quirol - *7/3/96*
Ms. Roberta C. Lemos - *7/3/96*
Prof. Sixto P. Sandoval - *7/2*
Prof. Roque C. de Pedro
Ms. Milagros L. Gamotin - *7/3/96*

R E : Comprehensive Audit of ViSCA Regular Personnel

During the PAC meeting held last June 24, 1996, the Financial Management Officer informed the body of the continuing practice of charging substitute instructors/professors to occupy higher vacant academic positions.

Following Civil Service rules, this set up is not allowable. In order to correct this erroneous practice, please form yourselves into an ad hoc committee with Ms. Cano as Chairman and Prof. de Pedro as Secretary to conduct an audit of regular personnel of ViSCA with the following expected output:

1. An updated plantilla of personnel be prepared with substitute instructors to be segregated.
2. A list of substitute instructors/employees charged to a vacant item should be prepared together with a list of said vacant positions so that authority to use the savings out of the same can be secured from DBM.

The committee report should be submitted to our office not later than August 30, 1996.

Samuel S. Go
SAMUEL S. GO
President *hla*