

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

July 21, 1999

MEMORANDUM NO. 60
Series of 1999

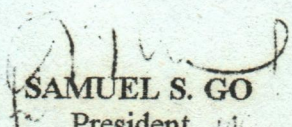
T O: All Department/Office Heads and Center Directors
R E: Revised Plantilla of Casual Appointment Form

Please be informed that effective July 1, 1999, the Civil Service Commission will receive only plantilla for casual employees using the newly revised form, sample copy hereto attached.

In this connection and as supporting documents to the new form, all department/office heads and center directors are required to prepare a recommendation for the appointment/renewal of the appointment of casual employees in his department/office or center for approval by the College President or his duly authorized representative. The recommendation should however pass through the Budget Office and Accounting Division for certification as to availability of appropriation/funds for the purpose.

Since many have prepared the plantilla for the second half of the year using the old form, the HRMDO will just prepare the plantilla using the new form with the old plantilla considered as the approved recommendation.

Please be guided accordingly.


SAMUEL S. GO
President

CS Form No. _____
(Revised 1998)

Republic of the Philippines

PLANTILLA OF CASUAL APPOINTMENT

Department/Division: _____ Source of Funds: _____
Date Prepared by HRMO: _____

Name of Appointee/s	Position	Level	SG	Daily Wage/ Salary	Period of Employment		If Renewal (incl. Date of previous employment)
					From	To	

The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their/his name(s) for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed for funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to CSC MC No. _____ s. have been complied with, reviewed and found in order.

HRMO

Date

APPROVAL

Appointing Authority

Date Issued

Pinagtitiay alinsunod sa resolusyon
ng Komisyon ng Serbisyo Sibil
Blg. 93-58-42 na may petsa
Enero 1, 1994.