



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

27 March 2000

MEMORANDUM CIRCULAR NO. 26

Series of 2000

T O: All Department/Unit Heads and Project-in-Charge

R E: Workers Without Approved Appointments or Contracts

It has been reported that some project-in-charge allow their workers to commence working even without approved appointments or the contract of service has not been executed. In case the appointment is disapproved or the contract not consummated, the project-in-charge shall be forced to personally pay the services of the worker concerned.

In view of this, all department/unit heads and project-in-charge are reminded to allow workers to report to work only after the appointment has been approved or contract duly executed.

In addition, the project-in-charge should not allow the transport of products, supplies, e.g. seedlings from IGPs, especially if in large quantities, without the corresponding receipt or permit for transport. This official receipt or permit should be presented to the Security Guard Post for proper monitoring.

For compliance.


PACIENCIA P. MILAN
President