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SERIES OF 1994

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MEMORANDUM NO. 0:49
Series of 1994
Engr. EPIFANIA G. LORETO
Department of Agricultural Engineering
and Applied Mathematics
VISCA, Baybay, Leyte

T O: All Unit Heads and Employees

SUBJECT: Designation as Resident Engineer/Inspector
of Capital Outlay Projects in VISCA

You must be aware that the government had been granting additional benefits and/or salary increases to all government employees whether they are on permanent, temporary, contractual or casual basis. Such benefits have been provided on the basis of the provisions of the Civil Service Commission (CSC) Order No. 10, Series of 1989. These benefits are charged to lumpsum appropriation are provided with supplemental appropriation only on the initial implementation of such benefits. As a Resident Engineer/Inspector of Capital Outlay projects, you will be compensated based on actual number of hours rendered outside of office hours but not to exceed 40 hours a month.

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In view of this budgetary restriction, all casual and contractual employees shall take a service break common to all workers as agreed in the consultative meeting with the unit heads, project and study leaders as follows:

Casual employees ... 13 days
Contractual employees ... 14 days
SAMUEL S. GO
President

Although service breaks may not be the long lasting solution to the recurring problem, this is the best we can do under the present condition. Our 1994 appropriation for non-plantilla items will run short of our actual needs. If we will not impose service breaks, at any rate, we will continue to explore various possibilities to either reduce the number of days of absence or allow the employees to work on full-time basis.

cc: Vice President for Administration
PPO
HMRD Office
Accounting Division
Records
File
DAEAM
Meanwhile, all unit heads are expected to make the necessary planning of office operations considering the required service breaks and keep their concerned employees properly informed.

Since this has become a recurring problem, Unit Heads are hereby advised to assess the workload of their staff and institute adjustments in manpower structure taking into consideration the performance and work attitude of their personnel. If DEM will not grant our request for more funds for salaries of casual and contractual employees, we might be pressured to adopt