



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration and Finance

24 June 2015

MEMORANDUM NO. 14

Series of 2015

TO : All Units Heads under the General Services Office

RE : Filing of Application Letter by All Job Orders under the General Services Office as among the Requirements for Renewal of Their Job Contract Effective 01 July 2015

During our first General Administrative Meeting last 22 June 2015, we discussed among others the problem of incorrect entries of attendance in the log book, shortening of working hours, and uneven distribution of work force, among others.

As part of improving the efficiency of all Job Orders as discussed and agreed upon during that meeting, please remind all your Job Orders to apply for the renewal of their Job Order contract effective 01 July 2015 using the application template to be distributed in the afternoon of 29 July 2015.

As part of the basis of the renewal of their contract, please submit to this office a list of all Job Order personnel working under your respective units indicating their competencies (skills) and their general performance rating using the sample table below and submit it to Mr. Mario Bantugan on 30 June 2015.

Name of Job Order	Skills	Project Assigned	Performance
1. Juan de Cruz	Carpenter, Mason, or plumber, etc.	Fair, Good, Very Good or Outstanding	
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For your information and compliance.


ROBERTO C. GUARTE

Vice President for Admin.& Finance

cc: QP
ODAHRD
PRPEO
Records
Legal Office