

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

October 24, 1995

MEMORANDUM NO. 121
Series of 1995

T O: All Department/Office Heads and Directors

SUBJECT: Regularization of Casual and Contractual Positions

Please be informed that VISCA is given the "go-ahead signal" to regularize some casual and contractual positions. The total funding requirement for regularized positions should not exceed the total authorized lumpsum appropriation for salaries and wages of contractual and casual employees per function. This includes the basic salary, PERA, ACA and year-end benefits.

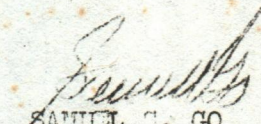
In view of this, we are requesting you to determine, justify and submit the list of casual and contractual positions to be converted to regular items taking into consideration the following:

1. Needs of the office, department or center.
2. Workload of existing regular staff occupying the same position to be created.
3. Workload of staff who will occupy the newly created position.
4. Available lumpsum appropriation allotted to the unit for casual and contractual employees.

Please submit together with the list, a duly accomplished Position Description Form (PDFs) stating the duties and responsibilities of each position and item-by-item justification.

Deadline for submission is October 31, 1995.

For compliance.


SAMUEL C. GO
President