



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu.edu.ph](http://www.vsu.edu.ph); email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph)

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## Office of the President

22 August 2012

MEMORANDUM CIRCULAR NO. 56

Series of 2012

**T O: Vice Presidents, College Deans, Department/Center/Unit Heads and Project Leaders**

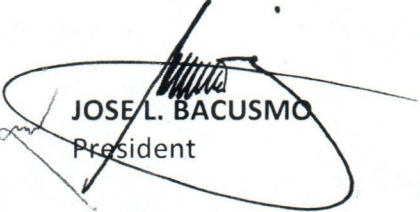
**R E: Flow of Processing of Appointment of Job Order (JO) Workers**

Please be informed of the new flow of processing of Appointments of Job Order (JO) workers as follows:

<u>Office Involved</u>	<u>Involvement</u>
1. Requesting Department/Center/Unit	Prepares appointment using the prescribed form (see attached form).
2. Accounting or Budget Office	<b>Accounting Office</b> certifies fund availability for appointments charged to <b>TRUST Fund</b> .  <b>Budget Office</b> certifies fund availability for appointments charged to <b>GENERAL FUND</b> and <b>SPECIAL TRUST FUND (STF)</b> .
3. Personnel Records and Performance Evaluation Office (PRPEO)	Reviews whether the salary rate used is in accordance with the rates approved by the Office of the President, requirements such as PDS and GSIS Insurance Forms have been submitted and records the appointments.
4. Office of the President	Approves and returns the appointment to PRPEO for release to requesting office.

This flow should be followed effective September 1, 2012.

For compliance.

  
**JOSE L. BACUSMO**  
President

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

**JOB ORDER**

NAME	DESIGNATION	RATE/DAY	PERIOD OF EMPLOYMENT		FUNDING	OFFICE ASSIGNMENT	ACKNOWLEDGEMENT
			FROM	TO			
1.							
2.							

**JOB DESCRIPTION:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

The said job order shall automatically cease upon expiration as stipulated above, unless renewed. However, services of any or all the above named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. Furthermore, the services rendered hereunder is not considered or will never be accredited as government service.

**Prepared by:**

**Requested by:**

**Certified as to the existence of  
Appropriation/Obligation:**

Name and Signature  
Designation

Name and Signature of Head/Project Leader  
Designation

Name and Signature of (Budget Office Head or Accountant)  
Designation

**Certified that appointment is in order and proper:**

**Recommending Approval:**

**APPROVED:**

**TERESITA L. QUIÑANOLA**  
Head, PRPEO

**Name and Signature**  
Vice President for Admin. & Finance  
or Vice President for Instruction  
or Vice President for Research & Extension

**JOSE L. BACUSMO**  
University President