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**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte  
**OFFICE OF THE PRESIDENT**

July 8, 1997

MEMORANDUM NO. 59  
Series of 1997

T O: All PPO Staff → 7/9/97  
R E: Compliance with Prescribed Working Hours and Work Output Standards

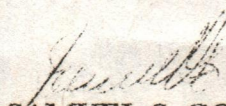
It has been observed that some PPO personnel are not following strictly the prescribed working hours from 8:00 a.m. - 12:00 noon and 1:00 - 5:00 p.m. Many start dressing up at 4:30 p.m. and they also extend their noon break to 1:30 p.m.



It has also been observed that daily work output of some PPO staff is way below accepted standard. Supervisors should correct this deficiency by setting daily work output that should be accomplished by each PPO employee. Employee concerned should be informed that work output will largely determine the work efficiency of each PPO employee. Supervisors should check daily accomplishments of each employee.

All PPO staff are therefore required to strictly follow the CSC prescribed working hours as well as strive to accomplish expected work output. Supervisors are required to check accuracy of entries in the daily time records before signing them. Repair work on personal vehicles should be paid if done during official working hours. Any violation should be corrected immediately through appropriate disciplinary action by the immediate supervisor. Disciplinary problems that cannot be solved by the immediate supervisors and the PPO Director should be reported to this office through the Office of Administrative Affairs and the Vice President for Administration for appropriate action. The PPO Director and Division Heads are expected to do their job in ensuring compliance with this memorandum.

For the information of all PPO staff, spot checking shall be done by staff authorized to do so by this office.

For compliance.

  
**SAMUEL S. GO**  
President

cc: Dr. N. P. Pascual -   
VP for Administration  
Ms. L. B. Cano -  7/10/97  
Administrative Officer V