

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

July 26, 1996

MEMORANDUM NO. 124
Series of 1996

T O: Ms. Lourdes B. Cano — *OK*
Ms. Roberta C. Lemos — *eggs 7/27/96*
Prof. Roque C. De Pedro, Jr. — *grou*
Prof. Paciano T. Quirol — *grou*
Ms. Milagros L. Gamotin — *grou*

CUA — *OK*
HRMDO — *7/27/96*
Records — *7/29/96*

SUBJECT: Selection/Promotion For Records Officer III Position

Please be informed that savings from unfilled vacant positions had been committed to augment the deficiency for the salaries and wages of our casuals and contractuels. In the case of the Records Officer III position, said vacancy may be filled up after the third quarter of this year, but, if possible, not later than the end of this year.

Considering the importance of the said position, being the guardian of vital records and documents (including confidential ones), and considering further that there is ample time between now and the end of this year, your committee is hereby directed to broaden and intensify the selection/promotion process, especially among the employees of the College (Sec. 2, Rule VI of E.O. No. 292). In case outside applicants compete for the position, our College shall adopt Sec. 7, Rule VI of E.O. No. 292 which states that preference may be given to the employee of the agency.

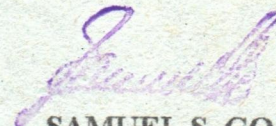
Your committee is instructed to notify the concerned offices or persons in ViSCA about this vacancy (copy furnished OP and NAPB Chairman) and shall get the approval of NAPB on the selection/promotion criteria (and their corresponding weights) before using the criteria on the applicants. Your notice shall be supplemented with posters to be posted in at least the following bulletin boards on campus:

1. Administration Area
2. PPO, Planning, OAA Area
3. Ag. Econ., DAEE, DevCom. Area
4. OSA, Library Area

- 5. ODREx, VICARP Area
- 6. PRCRTC Area

Any previous issuances inconsistent with this Memorandum are hereby amended accordingly.

For your guidance.


SAMUEL S. GO
President *sh*

cc: OVPA
HRMDO
Records
File