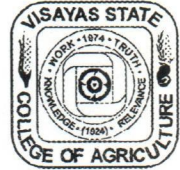


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



25 April 2000

MEMORANDUM NO. 81

Series of 2000

T O: **Prof. Daniel M. Tadtud, Jr.** - *Done*
Dr. Rolinda T. Sanico - *for 5/2/00*
Ms. Lourdes B. Cano - *5/2/00*
Dr. Myrna M. Avila - *5/2/00 mg.*

SUBJECT: **Personnel Audit in ViSCA**

With Prof. Daniel Tadtud, Jr. as chairman, please constitute yourselves into a committee to conduct personnel audit in ViSCA to ascertain the equitable distribution of staff.

The committee is expected to perform the following functions:

1. Ascertain the over-all duties and functions of the office and determine whether same is equitably distributed to all staff;
2. Determine the individual functions of staff and analyze whether he was assigned sufficient work;
3. Suggest how the over-all functions of the office be equitably distributed to all staff for improved efficiency and effectiveness.
4. Recommend personnel movement/rotation when necessary.
Excess personnel in an office should be deployed in other over-loaded offices;

The committee is directed to conduct personnel audit of the SPMD before proceeding with the other administrative offices. A calendar of activities of the committee should be submitted to the office for my information as to how far the personnel audit progresses. Reports and recommendation after completing personnel audit of a specific office should be submitted for immediate action.

P. Milan
PACIENCIA P. MILAN
President