

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

OFFICE OF THE PRESIDENT

January 6, 2000

Memorandum Circular No. 02
Series of 2000

To: All Concerned

Subject: Excerpts of NBC No. 466

1.0 Purpose of the Circular

The Circular dated 17 December 1999 was issued to provide guidelines on the implementation of Administrative Order No. 100 entitled, "Directing the Suspension of the Hiring of New Personnel for Purposes of Generating the Additional Funds for the Implementation of the 10% Across-the-Board Salary Increase for FY 2000", dated 01 December 1999.

2.0 Coverage, Prohibition and Exemptions

- 2.1 **Coverage** - These guidelines shall apply to all positions in all departments and agencies of the Executive Branch including government-owned and/or -controlled corporations and state universities and colleges.
- 2.2 **General Prohibition** - The hiring of new personnel whether on a permanent, temporary, substitute, co-terminus, contractual or casual status, is hereby suspended. Hiring of new personnel refers to the first-time entry of personnel in the career and non-career service involving the issuance of an original appointment/contract, or reemployment.
- 2.3 **Exemptions** - The following positions may be filled through the hiring of new personnel:
 - Positions in agencies with fiscal autonomy as provided for by law (CSC, COA, COMELEC, CHR, and Ombudsman);

- Key positions (From Secretary to Head of Division Level-Organizational units);
- Teaching positions in schools and educational institutions (DECS-operated schools and DOST-supervised Philippine Science High Schools);
- Uniformed positions in the DILG; and
- Positions to be filled by personnel currently employed in the Executive Branch, by transfer or promotion.

3.0 Accountability and Effectivity

Heads of departments and agencies and other entities in the Executive Branch shall be accountable for the strict implementation of the Circular. Problems encountered in its implementation shall be referred to the DBM and/or other appropriate agencies.

The Circular takes effect immediately.

4.0 For Information and Guidance

PACIENCIA P. MILAN
President