

OFFICE OF THE PRESIDENT

132

9 August 1988

MEMORANDUM NO. 109
Series of 1988

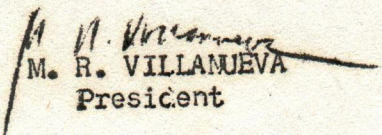
T O: All Department/Center Heads and Research Leaders

H E: Hiring of Laborers

This is to reiterate the provisions of Memorandum No. 61, series of 1986 regarding the hiring and laying off of casual and emergency laborers. Whenever hiring new personnel, priority must be given to residents of neighboring barangays who have been affected by the land acquisition, provided that the minimum skills and work attitude are met. Distinction must be made between transients and residents of the barangays.

A listing of affected residents is kept in the Personnel Office. No personnel should be allowed to work without confirmation of the Personnel Office and properly approved appointment papers. Any problem, financial or otherwise, that may arise involving personnel without properly verified and approved appointments shall be the responsibility of the immediate supervisors and unit heads.

For immediate compliance.


M. R. VILLANUEVA
President

cc: Personnel Office
Directors