

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

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OFFICE OF THE PRESIDENT

February 16, 1994

MEMORANDUM NO. 19  
Series of 1994

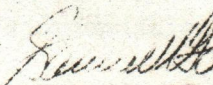
T O: All Concerned

SUBJECT: Appointment Preparation and Processing of Regular Staff, Casual and Contractual Employees Including Project and Study Leaders of Research and Extension Projects

In line with the new authority of ViSCA as an accredited agency of the CSC, all departments/offices/centers are advised to follow the attached flow in the preparation and processing of appointment effective immediately.

Department/office/center heads are hereby advised to designate one staff to handle personnel matters at their level. The designated staff must consult with the HRM Director from time to time, especially at the initial implementation stage of the new procedure in the preparation and processing of appointments.

Please be guided accordingly.

  
SAMUEL S. GO  
President