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VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

November 3, 1989

MEMORANDUM NO. 169
Series of 1989

T O: The Personnel Board Chairmen
The Directors of Graduate School, Research and Extension,
Instruction, Student Affairs, Business Affairs,
General Services, The Budget Officer, Personnel Officer
and Other Concerned Units

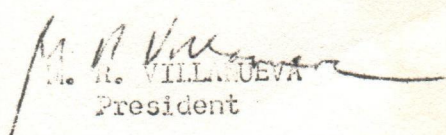
R E: Review of Positions Under the Salary Standardization

As soon as the updated positions under the Salary Standardization are made available and distributed to all the employees, the heads of offices above are expected to review in consultation with the various units, all those falling under their respective jurisdiction and to consolidate all recommendations for submission to the Personnel Boards. The latter in turn are advised to review the recommendations and make the final indorsements to the Office of the President.

As required, the Office of the President after acting on the recommendations of the Personnel Boards shall submit the final recommendation to DBM, through the Board of Trustees. In order to meet the deadline for submission to DBM, please observe the following dates:

1. November 24, 1989 - Last day for submission by ^{Division} Department/Center/Heads to the Directors or equivalent offices.
2. December 1, 1989 - Last day for submission by the Directors to the Academic and Non-academic Personnel Boards.
3. December 8, 1989 - Last day for submission by the Personnel Boards to the President.
4. December 15, 1989 - Submission to DBM through BOT.

Please be guided accordingly.


M. R. VILLANUEVA
President