

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 18, 2000

Memorandum Circular No. 6
Series of 2000

To: All Concerned

Subject: **GUIDELINES GOVERNING CONTRACTUAL EMPLOYMENT
FOR YEAR 2000**

1.0 Coverage

CSC-DBM Joint Circular No. 99-7 dated 29 December 1999 covers the following:

- 1.1 Contractual personnel hired under Personal Services;
- 1.2 Government share of premiums for retirement and life insurance (RLIP), health insurance (Medicare), employees' compensation insurance (ECIP) and PAG-IBIG; and
- 1.3 Leave benefits pursuant to CSC MC No. 14, s. 1999 (Additional Provisions and Amendments to CSC MC No. 41, s. 1998).

2.0 Guidelines

- 2.1 All contracts of services shall only provide the basic salary of the position, the rates not exceeding the salary of his immediate superior.
- 2.2 The government share for RLIP, Medicare, ECIP and PAG-IBIG of contractual employees shall be charged against the lump sum funds of the agency for contractual employees.
- 2.3 The vacation and sick leave credits of contractual employees shall be governed by Rule XVI of the Omnibus Rules implementing Book V of the Administrative Code of 1987 (EO No. 292).