

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President

24 March 2000

MEMORANDUM CIRCULAR NO. 25
Series of 2000


T O: All Department/Center/Unit Heads

R E: Renewal of Appointment for Casual and Contractual Employees

As a requirement for payment of salaries of contractual and casual employees for the Second Quarter (April to June, 2000), please start preparing letter of recommendation and later the plantilla of appointment of your respective employees and process the same following the standard operating procedure. The number of service breaks for the whole year is still 20 days as stated in the memo dated 15 December 1999.

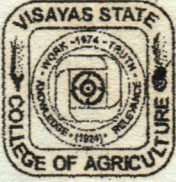
For your guidance (please see attached formats), adopt Format "A" for contractual employees and Format "B" for casual employees. In the section Recommending Approval for casual employees, indicate the office where appropriate. In addition, in the preparation of these appointment documents, use the standard paper size, 8" x 13" for efficiency and uniformity.

For your guidance and compliance.


PACIENCIA P. MILAN
President

Quinto Corp
4-5-2000

Format "B"



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Date

Dr. Paciencia P. Milan
President
ViSCA, Baybay, Leyte

Madam:

This is to recommend the appointment/renewal of appointment of the following casual employees of the _____ effective _____ until _____
(Dept./Office/Center)

Name	Position Title	Daily Rate	Source of Fund
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Very truly yours,

(Dept./Office/Center)

Availability of appropriation/funds:

NORMA V. CALA
FMO II

Recommending Approval:

ROBERTA C. LEMOS
Chief Accountant IV

Director of Research/Director of Extension/
Vice President for Administration

Personnel Clearance:

MYRNA M. AVILA
OIC Director, HRMDO

APPROVED:

PACIENCIA P. MILAN
President

Format "A"

Request for Appointment of Contractual Employees
For Research and Extension Projects

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Date

The President

Visayas State College of Agriculture
Baybay, Leyte

Madam:

I wish to recommend the appointment [] new, [] renewal, [] reappointment of
Mr./Ms. _____ as _____ under
Project Code No. _____ entitled _____

by _____ with a salary rate of _____
(Project/Study Leader)
(P _____) and PERA of P500.00* ACA of P500.00 per month effective
_____ until _____ or subject to termination
anytime due to lack of funds, etc.

This is also to certify that the recommendee met the established qualification
standard for the particular position and that the rules and regulations against nepotism
are adhered to.

State of Duties and Responsibilities:

Very truly yours,

Project/Study Leader

Certified Funds Available:

NORMA V. CALA
FMO II

Endorsed:
Center/Department Committee

ROBERTA C. LEMOS
Chief Accountant

Personnel Clearance:

MYRNA M. AVILA
OIC, Director, HRMDO

Approved for the President:

Director of Research/Director of Extension