



LEYTE STATE UNIVERSITY

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Office of the President

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MEMORANDUM CIRCULAR NO. 65

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T O: All Research/Academic/Office Heads

R E: Job Contract/Job Order Employees

Effective January 2004, all personnel under Job Contract or Job Order status will not be allowed to render service until their appointments are reviewed by the Civil Service Commission. Effectivity of their service shall start only upon approval by the Civil Service Commission. In addition, their appointments has to be certified by authorized official as to the availability of funds.

For information and guidance.


PACIENCIA P. MILAN
President

cc: HRMDO