

# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines  
Office of the President



25 January 2001

## **MEMORANDUM CIRCULAR NO. 9**

Series of 2001

**T O: All Concerned**

**R E: Allocation for Service/Job Contracts**

In Memorandum Circular No. 01 dated 02 January 2001, you were informed that our recommended MOOE appropriation for FY 2001 is lesser by 25% unless we can get additional funding through legislative insertion or congressional insertion from our congresswoman or from a senator. This would therefore, severely affect our operations unless we align our expenditure program giving priority to the mandatory expenses and funding only the critical projects and activities.

In this connection, the allocation for the payment of job orders/service contracts out of your MOOE shall be based on the Y2000 number of job/service contracts. For the services of research assistants or similar classification, the annual maximum amount is P78,000.00 and P42,000.00 for the services of laborers. This is equivalent to a reduction of P6,000.00 annually. Other services that do not fall under the two categories shall be reduced by the same amount.

Please be advised that the payment be based on output which shall not follow a schedule of payment (bi-monthly or monthly) so they can collect anytime if duly supported by their accomplishment report. Since there is no employer-employee relationship, they are not considered government employees and are therefore, not required to observe the regular working hours.

In view of this, you are requested to prepare and submit all service contracts for the total amount of P78,000.00 on or before January 26, 2001. For job orders they shall be for a specific period for a specific required output provided the total amount shall not exceed P42,000.00.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President