



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Office of the President

December 2, 1998

MEMORANDUM NO. 124

Series of 1998

T O: All Department Heads and Faculty Concerned

R E: Overtime Pay of Administrative Support Staff for Requested Subjects

It has been noticed that some administrative support staff have been rendering services outside office hours and during weekends for some requested subjects. While the instructors are paid honoraria for teaching requested subjects, it is sad to note that the support staff rendering services outside office hours are left out in the allocation of benefits from student fees.

In view of this, you are hereby directed to include the cost of overtime services of support staff when offering subjects outside office hours and during weekends effective this second semester of SY 1998-1999.

For compliance.


SAMUEL S. GO
President

cc; OVPA
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