

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

December 26, 1996

MEMORANDUM NO. 173
Series of 1996

T O: All Department/Office Heads, Directors
and Project Leaders

SUBJECT: Rehiring of Non-Plantilla Personnel

Please be advised that appointment of casual and contractual employees is due for renewal. It is understood that one cannot commence work without an approved appointment/service contract.

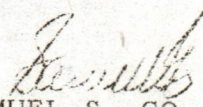
Due to funding constraints under the lumpsum appropriation for casual and contractual employees and the need to operate under the old budget while waiting for the approval of the 1997 budget, imposition of service breaks is again necessary. Renewal of appointments, therefore, shall be based on the following guidelines:

1. Using the 1996 salary/wage rate, a service break of eight (8) days per month is imposed. Salaries and wages of employees who work during their service breaks shall be sourced from appropriate funds other than the General Fund as identified by the unit heads. The number of service break may be adjusted later depending on our financial condition.
2. Only those working until December 31, 1996 shall be eligible for reappointment. Project based personnel shall be hired based on the approved listing of R and D projects for CY 1997. Units and/or projects requiring new personnel to replace those who shall resign shall secure the required CSC authority to hire.
3. A laborer qualified for reappointment may opt to receive his payment from MOOE under job order/contract. Under this scheme, a laborer is allotted a total of P48,000 for one year. Should he opt to continue under PS (with 8 days per month service break) his total compensation during the year is only P31,000.
4. The duration of the appointment/contract shall be for one year, unless there is reason to shorten the period of employment.

5. Existing and new projects, without incumbents shall be allowed to hire personnel on service contracts chargeable against the projects MOOE budget.

In view of the foregoing, you are requested to process the appointment/service contracts of your personnel with the requisite supporting documents and strictly follow the flow of processing documents to expedite their approval.

For information, guidance and compliance.


SAMUEL S. GO
President