

May 13, 1988

MEMORANDUM NO. 55
Series of 1988

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T O: All Office Heads, Project Leaders and All
Others Concerned

R E: Ten-Peso Adjustment for Casual Employees
as Per NCC 50

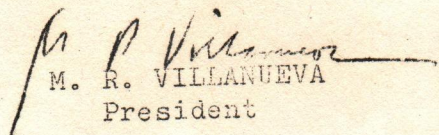
The passing of NCC 50 early in the year was a welcome relief for our lowly paid employees - the casuals. However, the circular does not provide for any additional appropriation to cover the needed amount to cover the adjustment. Instead, the wage increase shall be paid from the current appropriation. All attempts made to date to get alternative sources have failed inasmuch as the budget concerning this purpose has been made very explicit in the circular.

Consequently, the following steps must be observed to meet the needs and before processing of payrolls can be initiated:

1. All research leaders must reprogram immediately their budget to meet the 1988 salary adjustments for their casual employees.
2. All supervisors need to reassess their needs for casuals. Consequently, the next renewal of appointments of casuals should already consider the capacity of the offices to support their personnel based on their allotment. Following our established procedure, supervisors are responsible in managing their own resources.
3. All supervisors should see to it that employees attend to their work diligently and efficiently to avoid the need of working on weekends and holidays. Therefore, working on weekends and holidays should be avoided except for meritorious cases.

For your guidance in assessing your budgets, please refer to the monthly status report from the Accounting Office and if necessary, consult with the Budget Officer and Chief Accountant.

For compliance and guidance of all concerned.


M. R. VILLANUEVA
President