

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

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MEMORANDUM NO. 266
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T O: All Concerned
R E: Guidelines in the Operation and Management of the
ViSCA Cebu Office

The new organizational set up of the college as approved by the ViSCA Board of Trustees considers the ViSCA Cebu Office (VCO) not only as a procurement arm of the Supply and Property Management Division but also as a liaison office of the college in Cebu and nearby places.

In view of this, the herein guidelines for the guidance of all ViSCA staff and students are issued as follows:

1. ViSCA Cebu Office as Liaison Office

- a. All requests for assistance from the ViSCA Cebu Office must always be coursed through the ViSCA Cebu Office head. The VCO is preparing a form to this effect which must be filled up by the requesting official and approved by the Cebu Office head before the VCO can provide the assistance as requested.
- b. Direct transaction with office personnel may be done only after the initial request has been granted and the transaction herein mentioned is limited only to follow up matters.
- c. As a rule, purchase of boat or plane tickets for ViSCA official in transit and temporarily stopping over at VCO shall remain the responsibility of the traveling official concerned except under justifiable circumstances. The discretion of the VCO Head shall be used in determining whether the VCO staff shall purchase boat or plane tickets for the official concerned.
- d. Errands as requested by staff when granted by the VCO head shall not be given priority over the regular work of the office personnel and those assignment given by their supervisor except when the VCO head feels it a necessity to give priority to such request.
- e. As a rule, liaisons work as assigned by the College President, Vice President for Administration and the Administrative Officer shall be given top priority over all other requests. Similarly, procurement function shall be given priority attention by the VCO staff.

through the transmittal service must be acted upon immediately by the receiving clerk in charge. 405

2. ViSCA Cebu Office as a Procurement Arm of the SMPD

- a. As a general rule, VCO shall serve as a procurement arm of the SPMD. All requests for canvassing, serving of purchase order to winning suppliers and following up of deliveries shall be given immediate attention by the office.
- b. Baybay personnel on official travel to Cebu City for procurement purposes should not depend on the company of VCO staff, otherwise procurement request should be made with the SPMD who shall coordinate with the VCO in doing the necessary procurement.

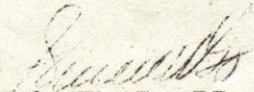
3. The ViSCA Cebu Guest House

- a. The ViSCA Cebu Guest House shall accommodate all transient ViSCA staff at Cebu City on a first come first serve basis. However, staff on official travel shall be given priority accommodation.
- b. All personnel and transient ViSCA staff must observe existing house rules.
- c. All personnel and transient ViSCA visitors must observe austerity measure to save on light and water.

4. All Other Matters Affecting VCO

- a. All personnel must be in proper attire at all times when in the office. House occupants and transient visitors having no business in the office must not loiter inside the office especially when half naked or when wearing ordinary house dresses.
- b. Children should not be allowed to play in the office.

For the guidance of all concerned.


SAMUEL S. GO
President