



28 August 2018

MEMORANDUM CIRCULAR No. 58
Series of 2018

T O: Department/Office/Unit Heads and Center Directors

SUBJECT: Data on list of trainings/seminar workshops/conferences/fora attended by faculty and staff for year 2017

One of the important data to be required by the Civil Service Commission during the on-site assessment for revalidation as a PRIME-HRM Maturity Level 2 Agency on September 24-25, 2018 is the list of trainings/seminar workshops/conferences/fora attended by faculty and staff for year 2017, the cost incurred including travel expenses and the source of funds where the said expenses was charged. This data will reflect the efficiency of our learning and development programs.

In this regard, you are hereby directed to provide the abovementioned information of your department/center/office/unit following the attached template. The filled-up form (ecopy and hardcopy) shall be submitted to ODAHRD or odahrd@vsu.edu.ph not later than September 5, 2018 for consolidation.

For your compliance.


EDGARDO E. TULIN
President

Annex 1.

**List of Trainings/Seminar-Workshops/Conferences/Fora
attended by faculty members and staff for CY 2017**

Name of Department/Unit/Office: _____

| Name of Faculty/Staff | Title of Training | Date & Place of Training | Costs (Including Traveling Expenses) | Source of Funds |
|--------------------------|-------------------|-----------------------------|---|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |