



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

12 October 2015

MEMORANDUM CIRCULAR NO. 57

Series of 2015

T O: All Concerned

R E: Visit of CSC Officials regarding On-Line Assessment of VSU under PRIME-HRM

Although the purpose of the CSC Officials in coming to the university on October 15-16, 2015 is to conduct another on-line assessment of VSU under PRIME-HRM, we are expecting that they will also conduct post audit on some of our compliance to CSC rules and regulations especially in the implementation of their PRIME-HRM. We should therefore make sure that all our HRM systems and procedures are in place.

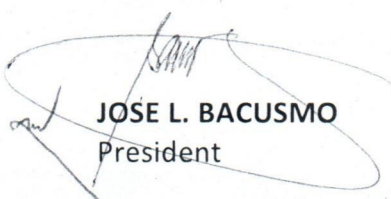
In view of this, all faculty and staff are reminded to do the following especially during the two-day assessment:

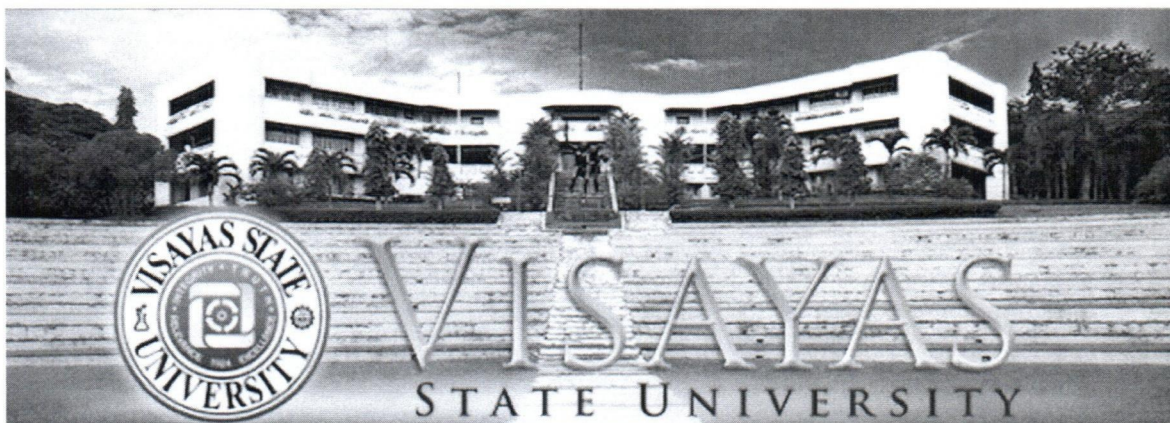
1. Always wear readable Identification Card in campus. A suggested format of the ID is attached for the purpose. If coming up with this suggested ID is no longer possible, please ensure that all faculty, staff including Job Order employees and part time teachers are wearing the required ID.
2. Religiously follow the correct procedure in logging in and out. Those with attendance monitoring program using our ID should use this system. A properly filled-up logbook should support the logging in and out. In addition, all administrative staff are directed to put-up a DTR holder and placed in a conspicuous place in their respected offices and should be regularly updated everytime they log in and out.

All employees at the Administration Building are directed to log in and out using the attendance monitoring system which can be accessed in the computer unit at the entrance. Only record of logging in and out using the computer should be used as basis in preparing their final Daily Time Record for the month of October. Those who fail to log in and out electronically especially Thursday and Friday will be considered absent. The PRPEO is directed to institute means to ensure compliance with this directive.

All the Vice Presidents, Deans, Directors, Department and Unit heads are requested to remind all their subordinates regarding this matter.

Please be guided accordingly.


JOSE L. BACUSMO
President



PICTURE

JUAN P. DELA CRUZ

Administrative Aide III

CASH DIVISION

Office