



9 September 2016

MEMORANDUM CIRCULAR NO. 55

Series of 2016

T O : All University Faculty and Staff


R E : Conduct of Validation of Citizens' Charter by the CSC

Please be informed that the Civil Service Commission Office 8 will conduct a validation on our Citizens' Charter compliance at the VSU Main campus and VSU-Tolosa Campus anytime this September. In view of this, all frontline offices in the university must make sure their improved Citizen's Charter, "No Noon Break" and "No Fixing" posters are mounted/posted in your office premises. Please also make sure the physical arrangement of your offices is conducive for effective deliver of frontline services. The "Noon Break" policy is a CSC requirement so unit heads must ensure at least one frontline staff is available at noon break. All frontline staff are reminded to be in their posts at all times and must continue to conduct themselves appropriately and gracefully, as expected of good public servants.

As recommended by the CSC-8 in their last ARTA assessment in June 2016, all faculty and staff of the organization, not only frontline staff, should wear a big ID for easy identification and recall. Attached is the ID template, the copy of which shall be sent via IP messenger. You can print it back to back in good quality thick paper and have it laminated. Everyone is expected to start wearing the big ID, if possible, next week.

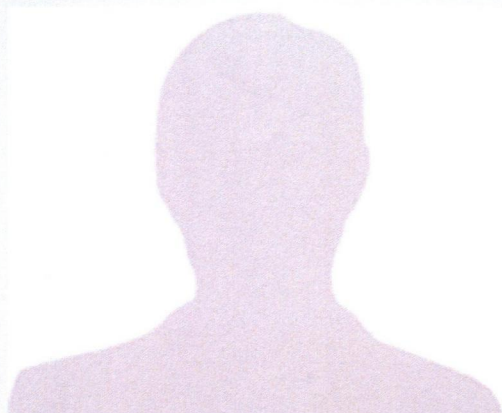
The ODA-HRD is hereby directed to coordinate and monitor frontline offices for their compliance and readiness.

For your guidance.


EDGARDO E. TULIN
President



VISAYAS
STATE UNIVERSITY



FIRST NAME
SURNAME

POSITION
OFFICE



VISAYAS
STATE UNIVERSITY



ANNE
CURTIS

ADMIN. OFFICER IV
OFFICE OF THE PRESIDENT