







MEMORANDUM CIRCULAR NO. 134 Series of 2024

TO:

All Deputy Document Records Controllers (dDRCs), Alternate Deputy

Document Records Controllers (AdDRCs), Office/Department Heads,

and Members of DPC of Visayas State University

RE:

Attendance to the L&D activity entitled "Streamlining HR Processes: An

Orientation on Procedures and Policies"

FROM:

DR. PROSE IVY G. YEPES

University President

DATE:

June 14, 2024

You are hereby enjoined to attend the L&D activity entitled "Streamlining HR Processes: An Orientation on Procedures and Policies" on June 27-28, 2024; 8:00AM-5:00PM at the RDEI Hall. This activity aims to equip participants with the know-how to master HR procedures and forms specific to VSU, fostering a positive workplace and boosting operational efficiency.

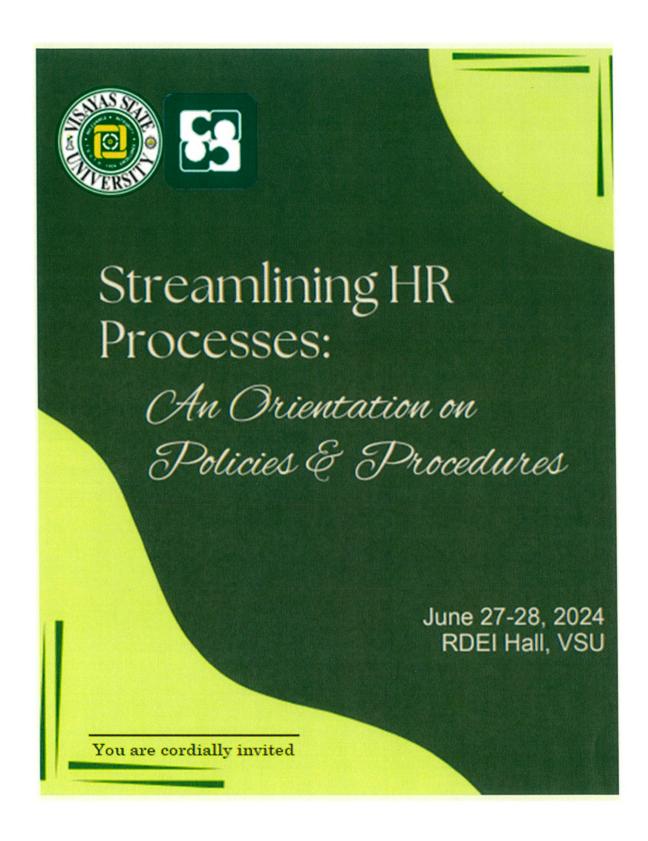
Please confirm your attendance through this link: https://forms.gle/djayzPv5J65QKYQA9

This pre-registration also serves for logistical purposes on snacks reservation and certificate preparation.

Your attendance is essential for maintaining and enhancing the standards of HR management across the university.

For your guidance and compliance.





PROGRAM

DAY 1

I. Preliminaries

08:00-08:30 Registration

08:31-09:00 Opening Program

National Anthem & AV

Invocation

Welcome Remarks & Ms. Honey Sofia V. Colis

Overview of the Activity Director, HRMO

II. Program Proper

09:01-10:30 LDHRAO Processes & Policies

10:31-10:45 Break

10:46-11:45 HRIS on Personal Data Sheet

11:46-12:00 Q&A Session

12:01-01:00 Lunch Break

01:01-02:30 RSPPRO Processes & Policies

02:31-02:45 Break

02:46-04:30 HRIS on eDATS

DAY 2

I. Preliminaries

08:00-08:30 Registration

08:31-09:00 Opening Program

National Anthem & AV

Invocation

II. Program Proper

Recap

09:01-10:30 PMRRO Processes & Policies

10:31-10:45 Break

10:46-11:45 Issuance of HR Certifications & Records

11:46-12:00 Q&A Session

12:01-01:00 Lunch Break

01:01-02:30 Processing of Terminal Leave Benefits

02:31-02:45 Break

02:46-04:30 Preparation of Payroll for

Part-time Faculty

04:31-05:00 Q&A Session

Closing Program

Closing Remarks Dr. Elwin Jay V. Yu

VP for Administration & Finance

VSU Hymn AV

Master of Ceremonies: Mr. Jonathan Eduard S. Cabal