



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



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.

OFFICE OF THE PRESIDENT

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Streamlining HR Processes:

*An Orientation on
Policies & Procedures*

June 27-28, 2024
RDEI Hall, VSU

You are cordially invited

PROGRAM

DAY 1

I. Preliminaries

08:00-08:30	Registration
08:31-09:00	Opening Program
National Anthem & Invocation	AV
Welcome Remarks & Overview of the Activity	Ms. Honey Sofia V. Colis 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
04:31-05:00	Q&A Session

DAY 2

I. Preliminaries

08:00-08:30	Registration
08:31-09:00	Opening Program
National Anthem & Invocation	AV
Recap	

II. Program Proper

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**