OFFICE OF THE PRESIDENT
2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS
STATE UNIVERSITY

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22 September 2022

MEMORANDUM NO. ___ 693
Series of 2022

T O: **All Concerned Faculty**

R E: **Appointment for Reclassification of Academic Rank, NBC 461 8th cycle**

This pertains to the issuance of Notice of Organization, Staffing and Compensation Action (NOSCA) with serial No. 0802022-09-011 by the Department of Budget and Management – Reg. 8 to effect reclassification of two hundred three (203) teaching positions in view of the implementation of NBC 461, 8th evaluation cycle. Consequently, you have been approved for reclassification of your academic rank and the effectivity of your new appointment shall be effective not earlier than September 15, 2022 pursuant to the above-mentioned NOSCA.

You are hereby directed to comply and submit the necessary documents on or before October 7, 2022 to ODHRM (via NBC 461 Room, 3rd Flr. Admin Bldg.) for processing and submission of appointments to the Civil Service Commission (CSC) on or before October 15, 2022. Below is the checklist of the documentary requirements.

1. Personal Data Sheet -PDS with attached Work Experience Sheet
2. Position Description Form (PDF)
   - for competencies per rank, refer to the Competency-mapping for Faculty
   - for statement of duties and responsibilities, revise previous since it is expected that concerned faculty will have bigger role due to increase in academic rank.
3. Oath of Office
4. Certificate of Assumption to Duty
5. NBI Clearance
6. Medical Certificate (blood test, urinalysis, chest x-ray, drug test)
7. TOR and DIPLOMA with original or authenticated copy from school (for faculty with new higher degree)
8. License authenticated from PRC (for faculty teaching curricular programs with board exam)
9. Checklist of Requirements for appointment (FM-HRM-08) with barcode release to RSPPRO

Also, attached are the forms to be filled-up. It is advised that filled-up forms and credentials shall be placed in a long white folder with binder clip only (do not punched) and labeled at the front using Arial font, size 16.

> Dr. Juan A. de la Cruz (Name)
> Associate Professor I (New Rank)
> Department of Animal Science (Name of Department)

Further, the HR designees of component campuses shall likewise facilitate the processing and submission of appointment to CSC.

For your guidance and immediate compliance.

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-OOP-01
v2 04-27-2020
No. 22-693

In behalf of the administration, our heartfelt CONGRATULATIONS!

EDGARDO E. TULIN
President

cc: Deans
        Chancellors
        Department Heads
        Center Directors
        OVPAA
        ODHRM
        File

VISAYAS
STATE UNIVERSITY

[LOGO]

[NAME OF OFFICE/UNIT]
Visca, Baybay City, Leyte, PHILIPPINES
Telefax:
Email:
Website: www.vsu.edu.ph

CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to our office on or before _____ . Please submit the checked ☐ items.

Type of Appointment:

☐ New Appointment   ☐ Renewal   ☐ Promotion   ☐ Others

Name of Appointee: _____

Office/Unit/Department: _____

I. Government forms for completion:	**REMARKS**	**DATE RECEIVED**
1 ■ Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)	_____	_____
Note: If this PDS form is generated in ecopy, it must be in the long size bond paper, in 4 pages with 2 sheets (**attach work experience sheet**) in 2 copies		
2 ■ Position Description Form (PDF) in 2 copies	_____	_____
Note: Must be signed by the head of office		
3 ■ Oath of Office in 2 copies	_____	_____
Note: Signed by the Head of Agency		
4 ☐ Certificate of Nepotism in 2 copies	_____	_____
Only applicable to administrative position		
5 ■ Certificate of Assumption to Duty in 2 copies	_____	_____
Note: Must be signed by the immediate supervisor or head of office		
6 ☐ Statement of Assets & Liabilities (SALN) in 2 copies	_____	_____
Note: Must be notarized and latest SALN		

II Additional documents for submission:

	REMARKS	**DATE RECEIVED**
1 ☐ Approved recommendation		
2 ■ NBI Clearance	_____	_____
3 ■ Medical Certificate (**blood test, urinalysis, chest x-ray, drug test**)	_____	_____
4 ☐ Clearance (for transferee)	_____	_____
5 ☐ Performance Rating (IPCR)	_____	_____
☐ for promotion (2 rating periods)		
☐ for transferee (latest rating period)		
6 ☐ Approved transfer (for transferee)	_____	_____
7 ☐ Certification of leave credit balance (for transferee)	_____	_____
8 ☐ Service Record (for transferee)	_____	_____
9 ☐ NEURO EXAM (for Sec. Guards & new hired only)	_____	_____
10 ■ TOR and DIPLOMA with original or authenticated copy from school in 2 copies	_____	_____
11 ☐ CSC Eligibility– (2 copies of original or authenticated copy from CSC)	_____	_____
12 ■ License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies	_____	_____
13 ☐ Marriage Certificate (if applicable)	_____	_____
14 ☐ Birth Certificate (PSA)	_____	_____
15 ☐ Phil. Health No.	_____	_____
16 ☐ TIN No.	_____	_____
17 ☐ PAG-IBIG ID No.	_____	_____
18 ☐ Application Letter (Vacant position)	_____	_____

_____
SIGNATURE

Verified by:

_____
ODHRM Staff

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FM-HRM-08
v0 11-12-2021
No.

Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. _____ has assumed the duties and responsibilities as _____ of _____ effective _____.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. _____ as _____.

Done this ____ day of _____ in _____.

_____
Head of Office/Department/Unit

Date: _____

Attested by:

HONEY SOFIA V. COLIS
OIC HRMO

201 file
Admin
COA
CSC

For submission to CSC FO within 30 days from the date of assumption of the appointee

REPUBLIC OF THE PHILIPPINES
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, _____(Name of the Appointee)_____ of

_____(Office Address of the Appointee)_____ having

been appointed to the position of _____(Position Title)_____

hereby solemnly swear, that I will faithfully discharge to the best of my ability, the

duties of my present position and of all others that I may hereafter hold under the

Republic of the Philippines; that I will bear true faith and allegiance to the same; that

I will obey the laws, legal orders, and decrees promulgated by the duly constituted

authorities of the Republic of the Philippines; and that I impose this obligation upon

myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

_____
(Signature over Printed Name
of the Appointee)

Government ID: _____
ID Number : _____
Date Issued : _____

_____

Subscribed and sworn to before me this _____ day of
_____, 20___ in _____,
Philippines.

EDGARDO E. TULIN
**(Signature over Printed Name
of Person Administering the
Oath)**

Functional Competency

1. **Administrative Services Management-** Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular

2. **ACCOUNTING MANAGEMENT-** Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations.

3. **Budget Management** - Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations.

4. **Consultation and Advising** - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients.

5. **Critical Thinking and Problem Solving** - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment

6. **Documents and Records Management-** Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.

7. **Facilitating Learner-Centered Environment** - Explores the fundamental principles, processes and practices anchored on learner-centeredness.Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.

8. **Facilitation** - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives

9. **Filipino Values Restoration** - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.

10. **Fiscal Management** - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations

11. **Health and Wellness Management**- Implements sustainable preventive health and wellness programs through information dissemination, preventive health measures and provision of therapeutic services resulting to healthy and productive employees.

12. **Human Resource Management and Development**- Searches, attracts and assesses job candidates and guides the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organisational goals.

13. **Use of Information and Communications Technology (ICT)**- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.

14. **Innovative Instructional Materials Development**- Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.

15. **Innovative Teaching Strategies** - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.

16. **Maintenance Management** - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.

17. **Monitoring and Evaluation** - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.

18. **Peer Mentoring**- Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained.

19. **Process Management** - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and newdirection.

20. **Procurement Management-** Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year.

21. **Production and Entrepreneurship-** Identifies issues, potentials and actual businesses by setting-up enterprises for creating products from the resources of the university with the view of making profit from these products

22. **Project Management-** Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals.

    Is keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome.

    Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments.

23. **Supply and Property Management-** Records and manages effectively and efficiently the resources involved and needed in the overall procurement process, and finds innovative solutions to improve supply and property management processes.

24. **Publication Writing-** Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology.

25. **Quality Assurance-** Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.
Spearheads and coordinates with all units in the University including the external campuses in the preparation and conduct of accreditation/certification/audit related activities seeing to it that all academic programs and operations are in conformity and compliant with national and international standards.

Implements continuous and periodic audit/assessment quality monitoring to ensure that its activities are carried out at acceptable audit/accreditation standards and improves the agencies operations.

26. **Report Writing** - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.

27. **Research Management**- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.

28. **Extension Management**- Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies

29. **Resource Mobilization Management**- Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace

30. **Risk Management**- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.

31. **Occupational Health and Safety Management**- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.

32. **Sharing Expertise and Linkaging**- Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations.

33. **Waste Management**- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.

VISAYAS STATE UNIVERSITY
Competency Mapping for the Faculty

Cluster Code	Competency Name	Instructor I-III	Assistant Professor I-III	Assistant Professor IV	Associate Professor I-IV	Associate Professor V	Associate Prof Juan dela Cruz	Professor I	Professor II-III	Professor IV-V	Professor VI & University Professor
		SG12-14	SG15-17	SG18	SG19-22	SG23	SG23	SG24	SG25-26	SG27-28	SG29-30
CORE											
C1	Exemplifying Integrity and Professionalism	2	2	2	2	3	2	3	4	4	4
C2	Delivering Service Excellence	2	2	2	2	3	4	3	4	4	4
C3	Communication Savvy	2	2	2	2	3	4	3	4	4	4
C4	Interpersonal Relationship Management	2	2	2	2	3	4	3	4	4	4
C5	Change Adaptation	2	2	2	2	3	4	3	4	4	4
C6	Gender Responsive Management	1	1	2	2	3	1	3	4	4	4
LEADERSHIP											
L1	Thinking Strategically and Creatively	NA	NA	NA	NA	1	1	1	1	2	2
L2	Creating and Nurturing a High Performance Organization	NA	NA	NA	NA	1	1	1	1	2	2
L3	Leading Change	NA	NA	NA	NA	1	1	1	1	2	2
L4	Building Collaborative, Inclusive Working Relationships	NA	NA	NA	NA	1	1	1	1	2	2
L5	Managing Performance and Coaching for Results	NA	NA	NA	NA	1	1	1	1	2	2

	FUNCTIONAL										
F1	Administrative Services Management										
F2	Accounting Management										
F3	Consultation and Advising	1	2	3	4	4		4	4	4	4
F4	Critical Thinking and Problem-Solving	1	2	2	3	3		4	4	4	4
F6	Documents and Records Management										
F7	Facilitating Learner-Centered Environment	2	3	3	4	4		4	4	4	4
F8	Facilitation										
F9	Filipino Values Restoration	4	4	3	4	4		4	4	4	4
F10	Fiscal Management										
F11	Health and Wellness Management	1	1	1	1	1		1	1	1	1
F12	Human Resource Management and Development										
F13	ICT Management *	2	2	2	3	3		3	3	3	3
F14	IEC Materials Development										
F15	Innovative Instructional Materials Development	2	3	3	3	4		4	4	4	4
F16	Innovative Teaching Strategies	2	3	3	3	4		4	4	4	4
F17	Maintenance Management										
F18	Monitoring and Evaluation										
F19	Peer Mentoring	1	1	1	2	2		3	3	4	4
F20	Process Improvement										
F21	Procurement Management										
F22	Production and Entrepreneurship	1	2	2	3	3		4	4	4	4
F23	Project Management										
F24	Property and Supply Management										

F25	Publication Writing	2	3	3	4	4		4	4	4	4
F26	Quality Assurance	1	1	1	2	3		3	3	3	4
F27	Report Writing	2	2	3	3	3		4	4	4	4
F28	Research Development Extension Management	1	2	2	2	3		3	4	4	4
F29	Resource Mobilization Mgt	1	2	2	3	3		4	4	4	4
F30	Risk Management and Hazards Analysis	1	1	1	1	1		1	1	1	1
F31	Safety Management	1	1	1	1	1		1	1	1	1
F32	Sharing Expertise and Linkaging	1	1	2	2	3		3	4	4	4
F33	Teaching for Independent Learning										
f34	Waste Management	2	2	2	2	2		2	2	2	2

* for Computer Science, DevCom, Economics, Math, Engineering courses -
3 across all levels