

## 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

9 October 2019

MEMORANDUM CIRCULAR NO. 10.5 Series of 2019

T O: All VPs, Deans, Center Directors, Office and Unit Heads

R E: List of Duties and Responsibilities of Permanent Employees

The University is in the process of updating the Position Description Form (PDF) of its employees in compliance with ISO and PRIME-HRM.

Anent to this, all Office/Unit Heads are directed to submit an updated list of duties and responsibilities, together with percentage of working time, for all their permanent employees using the attached form.

Please submit a hard copy and e-mail an electronic copy (Word file) per Office/Unit to ODAHRD (email: odahrd@vsu.edu.ph) on or before October 31, 2019.

Your cooperation is earnestly requested.

This Memorandum supercedes OP Memorandum Circular No. 104, series of 2019.

EDGARDO E. TULIN

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.

## Format for List of Duties and Responsibilities of Permanent Employees

Unit/Office/Department:	
Name of Employee:	
Position:	
Duties and Responsibilities	% of Working Time