



9 October 2019

**MEMORANDUM CIRCULAR NO. 105**  
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.

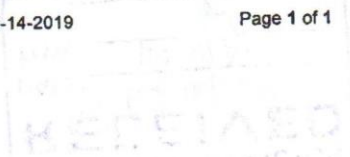
Anent to this, all Office/Unit Heads are directed to submit an updated list of duties and responsibilities, together with percentage of working time, for all their permanent employees using the attached form.

Please submit a hard copy and e-mail an electronic copy (Word file) per Office/Unit to ODAHRD (email: [odahrd@vsu.edu.ph](mailto: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**  
President



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

Unit/Office/Department: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Duties and Responsibilities

% of Working Time