



31 January 2020

MEMORANDUM NO. 32

Series of 2020

T O: All VPs, Dean, Directors, Department/Unit/Office Heads, DRC, dDRCs, Alternate DRCs

R E: Re-Orientation of HR Processes and Cascading of HR Forms

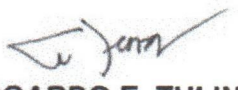
To ensure that there will be no negative findings during the Stage 2 Audit under ISO 9001:2015, there will be a Re-orientation of the HR Processes and Cascading of HR Forms. It is essential for the people involved to be familiar with the HR processes and the needed corresponding forms prior to the Stage 2 audit. Other HR related matters will also be discussed.

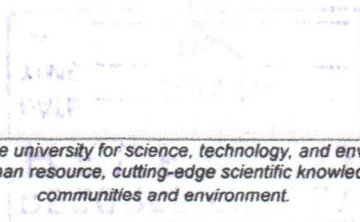
In this regard, Heads of Units/Departments/Centers are hereby requested to attend this very important activity along with your dDRCs or alternate dDRCs. Participants are requested to bring a laptop (one per unit).

The schedule of the orientation are as follows

Date	Venue	Participants
February 4, 2020 8:00 am – 5:00 pm (All HR processes affecting academic staff)	1 st Floor CCE Building	All Academic Department Heads, Research Center Directors and their respective dDRCs or alternate dDRCs
February 5, 2020 8:00 am – 5:00 pm All HR processes affecting administrative employees)	1 st Floor CCE Building	All Administrative/Unit/Office Heads, Research Centers and their respective dDRCs or alternate dDRCs, Research Centers

The cooperation of everybody is earnestly requested to ensure the success of VSU's desire to pass the stage 2 audit.


EDGARDO E. TULINA
President *01/31/20*



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.