



24 August 2023

MEMORANDUM NO. 843
Series of 2023

T O: Ms. Jennifer E. Ando

**R E: Designation as Head of the Recruitment, Selection, Placement and Personnel
Records Office**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Recruitment, Selection & Placement (RSP) and Personnel Records Office effective September 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Ensure that the University complies with the existing BOR and CSR-approved merit system during the recruitment, selection, and placement of personnel; specifically, the functions are:
 1. Perform secretariat services to the NAPB, the APB and the NBC 461 meeting and deliberations;
 2. Perform pre-assessment and screening process during the conduct of written and skills examination;
 3. Prepare applicant's profile for administrative position
 4. Conduct detailed review of the NBC documents against entries claimed in the CCE and QCE;
 5. Process approved appointment and promotion of all personnel
 6. Maintain and continually update the 201 files of employees and to forward non-current documents to Records Office;
 7. Update personnel records, issues the Service Records and Certificate of Employment and also prepares the NOSI and NOSA.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	OVPA	OVPSAS	USSO	ODF/Budget	HRMO/RSPPRO	Deans
	OVPAF	OVPPRGAS	IASO	Accounting	Registrar	Directors
	OVPREI	OUS	COA	Cash	Records	File

OFFICE OF THE PRESIDENT

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