



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

11 June 2012

MEMORANDUM CIRCULAR NO. 32

Series of 2012

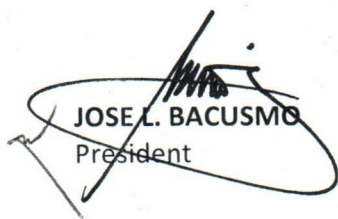
T O: Department Heads, Deans, Center Directors and Faculty Members

R E: Orientation Seminar for New Faculty Members

It is a policy of the University to conduct an Orientation Seminar among newly hired faculty members to brief them of employment related policies and applicable CSC/CHED/DBM rules and regulations, provide them input to become better teachers such as teaching strategies and how to prepare table of specifications, etc.

All newly hired faculty members in your department and those who have not attended similar activities are required to attend the orientation to be conducted on **June 29, 2012** at the **Center for Continuing Education**. Part-time teachers who will attend said activity will be paid according to their scheduled classes on that day. Kindly instruct your respective participants to come on time. Please call ODAHRD for confirmation of participants to this orientation.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: ODAHRD

PROGRAM OF ACTIVITIES

8:00-8:30 a.m.	Registration	
8:30-8:45 a.m.	Opening program	
	<ul style="list-style-type: none">• Invocation	Ms. Jeanette B. Israel <i>Head, LATU</i>
	<ul style="list-style-type: none">• Pambansang Awit	Ms. Lorna B. Abamo
	<ul style="list-style-type: none">• Welcome Remarks & Rationale	Dr. Oscar B. Posas <i>VP for Instruction</i>
	<ul style="list-style-type: none">• Intermission Number	
	<ul style="list-style-type: none">• Message	Dr. Jose L. Bacusmo <i>President</i>
	Orientation Proper	
Session I		
8:46-9:45 a.m.	Human Dynamics Activity	Dr. Lourdes B. Cano <i>Director, ODAHRD</i>
9:46-11:00 a.m.	Public Accountability & Customer Service	Dr. Lourdes B. Cano <i>Director, ODAHRD</i>
11:00-12:00 nn	Orientation on Qualification Standards, Merit System, Performance Evaluation System & Grievance Machinery	Dr. Lourdes B. Cano <i>Director, ODAHRD</i>
12:00-1:00 p.m.	LUNCH BREAK	
1:00-2:00 p.m.	Teaching Strategies	Prof. Editha C. Alumbro <i>Asst. Professor III</i>
2:00-3:00 p.m.	How to Prepare Table of Specifications	Prof. Celso P. Ensoy <i>Associate Professor III</i>
3:01-400 p.m.	NBC 461 & Rights & Obligations as Teachers	Ms. Teresita L. Quiñanola <i>Head, PRPEO</i>
4:01-5:00 p.m.	Uniformed Rules on Disciplinary Cases & Anti-Sexual Harassment Policies	Atty. Rysan C. Guinocor <i>Attorney IV</i>
5:00 p.m.	Closing Program	
	Impression	2 Participants
	Intermission	
	Distribution of Certificates	Dr. Jose L. Bacusmo to be assisted by Dr. Oscar B. Posas
	Message	Dr. Jose L. Bacusmo

Emcee: Ms. Marisa Cano