



24 September 2018

MEMORANDUM CIRCULAR NO. 73

Series of 2018

T O: Department/Office Heads and Center Directors and All Faculty and Staff

R E: Simplified Work Flow Processes of the Four (4) HR areas

Please be informed that the on site assessment to be conducted by the Civil Service Commission on October 1-2, 2018 will focus more on the validation of our practices and the implementation of our HR policies, systems and procedures which we submitted to the Regional Office.

Attached herewith are the simplified HR process flows which every faculty and staff should be familiar with in order to be able to answer the questions asked by the assessors during the on site assessment, to wit:

1. RSP PROCESS FLOW (hiring of faculty)
2. RSP PROCESS FLOW (hiring/promoting administrative staff)
3. PM PROCESS FLOW
4. L & D PROCESS FLOW (faculty members)
5. L & D PROCESS FLOW (administrative staff)
6. R & R PROCESS FLOW (university awards)
7. R & R PROCESS FLOW (participation to CSC Honors & Awards Program)
8. R & R PROCESS FLOW (grant of step increment on performance based on merit)

All College Deans, Directors, Department and Office Heads are hereby directed to print all these Process Flows to ensure that these are explained and understood by all employees under your jurisdiction especially by those who belong to the trades and crafts and labor groups (carpenters, farm workers, messengers, utility workers, etc.). Heads are therefore enjoined to use the one week period to call the staff who belongs to these group for personalized learning session/s.

ODABRD is directed to disseminate POSSIBLE QUESTIONS/ANSWERS which might be asked by the assessors.

The respective Vice Presidents are requested to check compliance of these directives by Heads of Units under them.

For strict compliance.


EDGARDO E. TULIN
President

RSP FLOW PROCESS (Faculty)		
Narrative Procedures	Person/Office Responsible	Flow Chart
1.Pre pares and posts vacancy announcement indicating the needed competencies	ODAHRD & Department Personnel Committee	Pre pares & posts vacancy announcements
2. Conducts the initial screening of applicants (review of credentials, interview, teaching demonstration and written exam, background investigation)	Department Personnel Committee	Conducts initial screening of applicants
3. Ranks all the applicants and recommends hiring the top ranking candidate (except if with negative BI result)	Department Personnel Committee	Ranks applicants and recommends top ranking candidate
4. Reviews the ranking/recommendation submitted, the TOR to ensure no failing grade if not MS and recommends hiring of the top ranking candidate	Academic Personnel Board	Reviews ranking & checks TOR to ensure no failing grades & recommends hiring the top ranking
5. Reviews the APB recommendation and if in order, approves to appoint the top ranking candidate.	President	Reviews APB & approves if in order
6. Gives checklist & e-copy of forms of requirements to the appointee for compliance. *	ODAHRD	Submit approved IPCR ratings & required SPMS forms
7. Prepares the appointment paper, attaches all the supporting documents and have the same signed by authorized official.	ODAHRD	Prepares appointment paper & have it signed
8. Provides copy to employee and prepares the Report of Appointments Issued (RAI) Part I & Part II, checks correctness and have it signed by the officials concerned	ODAHRD	Provides copy to employee, prepares RAI, reviews correctness & have it signed
9. Submits RAI with supporting documents to CSC, follows up its review and post audit of approved appointments, and picks up/receives audited RAI	ODAHRD	Submits RAI to CSC & pick up RAI and post audited appointments

*If the salary Grade is 18 and above, waits for the receipt of BOR resolution approving the appointment

RSP FLOW PROCESS (Administrative Staff)		
Narrative Procedures	Person/Office Responsible	Flow Chart
1.Pre pares and posts vacancy announcement indicating the needed competencies	ODAHRD	Pre pares & posts vacancy announcements ↓
2. Facilitates the conduct of skills tests for applicants to security guards, clerks, drivers and similar positions	NAPB Secretary	Facilitates conduct of skills tests for clerks, SG, drivers & similar positions ↓
3.Finalizes the shortlisted candidates and schedules the interview of all candidates	NAPB	Finalizes shortlist of candidates & schedules the interview ↓
4. Conducts interview and gives their ratings per candidate	NAPB	Conducts interview and give their ratings per candidate ↓
5. NAPB Secretary prepares the comparative assessment and ranking usual approved criteria & point system	NAPB Secretary	Pre pares comparative assessment and ranking ↓
6.Reviews the comparative assessment and recommends the top ranking candidate	NAPB	Reviews comparative assessment & recommends the top ranking ↓
7. Reviews NAPB recommendation and if in order, approves it	President	Reviews NAPB recommendation & approves if ok ↓
8.Gives the checklist of requirements and e copy of blank forms of required documents to the appointee for compliance*	ODAHRD	Gives checklists of requirements & e-copy of blank forms ↓
9.Checks completeness and accuracy of documents submitted by appointee and prepares & processes appointment papers.	ODAHRD	Checks completeness & accuracy of documents & if ok, prepares appointment paper ↓
10.Provides copy of appointment to employee and prepares the Report of Appointments Issued	ODAHRD	Provides copy to employee and prepares RAI ↓
11.Submits RAI with supporting documents to CSC, follows up its review and post-audit of approved appointments, and picks up/receives audited RAI	ODAHRD	Submits RAI to CSC & pick up RAI and post-audited appointments

*Except if the top ranking is a new hire or a transferee that needs a background investigation with positive result and if the position is with salary Grade 18 and above that needs BOR approval before issuance of appointment.

SPMS FLOW PROCESS		
Narrative Procedures	Person/Office Responsible	Flow Chart
1. Convenes the Vice Presidents to set the University priorities for the year.	President	Convenes VPs and set priorities for the year
2. Conduct separate planning sessions with heads of units under them	Vice Presidents	Conducts planning sessions with heads of units
3. Prepare OPCR, have it approved by respective Vice Presidents and submits to the Planning Office	Deans, Directors, Department/Office Heads	Prepares OPCR & submits VP approved OPCR
4. Distribute tasks to subordinates and prepares individual IPCR targets and submits approved IPCR targets	Deans, Directors, Department/ Office Heads	Distributes tasks, prepares IPCR & submits approved IPCR with targets
5. Monitor performance of subordinates and provides support and assistance through coaching	Deans, Directors, Department/ Office Heads	Monitors performance and provides support through coaching
6. Employees prepares self rating and heads assess performance of subordinates and finalize individual performance rating	Individual Employees, Deans, Directors, Department/ Office Heads	Prepares self rating, heads assess performance & finalize employee rating
7. Submit approved IPCR with ratings and required SPMS forms including summary of ratings.	Deans, Directors, Department/ Office Heads	Submit approved IPCR ratings & required SPMS forms
8. Prepares summary of submitted performance ratings & submits required reports	PRPEO	Distributes tasks, prepares IPCR & submits approved IPCR with targets

L & D FLOW PROCESS (Faculty)		
Narrative Procedures	Person/Office Responsible	Flow Chart
1. Prepares and submits the faculty development plan needed to implement targeted program	Offices/units/departments/centers	Prepares & submits faculty development plan
2. Reviews the proposed Faculty Development plan with funding requirement and recommends approval by the President.	VSU Scholarship Committee for Academic Staff (VSCAS)	Reviews the proposed faculty dev. Plan & recommends approval
3. Reviews the recommended faculty development plan and approves if already in order.	President	Reviews the recommended faculty dev. Plan & approves, if in order
4. Endorses faculty to attend trainings/ seminar workshops or pursue graduate degree	Offices/units/departments/centers	Endorses faculty to attend trainings/pursue graduate studies
5. Reviews recommendation to attend training or pursue graduate degree to ensure its relevance & if in accordance with approved faculty development plan	VSCAS	Reviews endorsement & recommends if in accordance with faculty development Plan
6. Reviews the VSCAS recommendation and approves if in order	President	Reviews VSCAS recommendation and approves if in order
7. Prepares excerpts of the approved minutes and provides copy to the employee concerned (end of process if for attendance to trainings, etc.	VSCAS Secretary	Prepares excerpts of minutes & provides copy to faculty
ADDITIONAL STEPS FOR SCHOLARSHIPS TO PURSUE GRADUATE STUDIES		
8. Prepares the fellowship or financial assistance contract & briefs scholars of important provisions	ODAHRD	Prepares contract and briefs scholar of important provisions
9. Affixes their signatures in the contract & scholar submits contract for notarization	Scholar & President with witnesses (ODAHRD Director & Chairperson, VSCAS)	Parties & witnesses affixes their signature & scholar submits contract for notarization
10. Submits notarized contract to ODAHRD for distribution to concerned offices	Scholar concerned	Submits notarized contract to ODAHRD for distribution

L & D FLOW PROCESS (Administrative Staff)		
Narrative Procedures	Person/Office Responsible	Flow Chart
1. Prepares and submits the staff development plan of all employees of the unit	Offices/units/departments/centers	Prepares & submits staff development plan of employees
2. Reviews the proposed Staff Development plan with funding requirement and recommends approval by the President.	VSU Administrative Scholarship Committee (VASC)	Reviews the proposed staff dev. Plan & recommends approval
3. Reviews the recommended staff development plan and approves if already in order.	President	Reviews the recommended staff dev. Plan & approves if in order
4. Endorsees staff to attend trainings/seminar workshops or pursue graduate degree	Offices/units/departments/centers	Endorses staff to attend trainings/pursue graduate studies
5. Reviews recommendation to attend training or pursue graduate degree to ensure its relevance to present or projected functions & recommends approval by the President	VASC	Reviews endorsement from units & recommends approval by the President if relevant to functions
6. Reviews the VASC recommendation and approves if in order	President	Reviews VASC recommendation and approves if in order
7. Prepares excerpts of the approved minutes and provides copy to the employee concerned (end of process if for attendance to trainings, etc.	VSAC Secretary	Prepares excerpts of minutes & provides copy to employee
ADDITIONAL STEPS FOR SCHOLARSHIPS TO PURSUE GRADUATE STUDIES		
8. Prepares the fellowship or financial assistance contract & briefs scholars of important provisions	ODAHRD	Prepares contract and briefs scholar of important provisions
9. Affixes their signatures in the contract & scholar submit contract for notarization	Scholar & President with witnesses (ODAHRD Director & Chairperson, VSAC)	Parties & witnesses affixes their signature & scholar submits contract for notarization
10. Submits notarized contract to ODAHRD for distribution to concerned offices	Scholar concerned	Submits notarized contract to ODAHRD for distribution

R & R FLOW PROCESS (University Awards Program)		
Narrative Procedures	Person/Office Responsible	Flow Chart
1. Submits list and copies of IPCR of employees with outstanding ratings to PMT	PRPEO	Submits list and of copies of IPCR to PMT
2. Groups the candidates according to the BOR approved guidelines (similarity of functions) to allow equal opportunities	Performance Management Team (PMT)	Groups the candidates according to groupings (similarity of functions)
3. Reviews IPCR of employees and gives points on accomplishments per approved criteria and rubrics	PMT	Reviews IPCR and give points on accomplishments per rubrics
4. Prepares initial ranking and presents to President for giving of rating per employee for participation in university activities	PMT & University President	Prepares initial ranking & submits to President to give his ratings
5. Finalizes the forced ranking and submits names of employees who belongs to the top 5% qualified to the step increment based on merit	PMT	Finalizes the forced ranking to the President
6.Reviews the list and approves the final list to be granted the step increment based on merit	University President	Finally reviews and approves the list to be granted the step increment
7.Submits the request to DBM for the release of the SARO & NCA equivalent to the actual funding requirement for the step increment	ODAHRD/University President	Submits request to DBM for release of money to pay to the awardee
8.Prepare the payroll to pay the deserving employees & remits to the ATM of employee concerned	PRPEO & Cash	Prepares payroll and remits the amount to the ATM of the awardee

R & R FLOW PROCESS (University Awards Program)		
Narrative Procedures	Person/Office Responsible	Flow Chart
1. Issues memo calling all heads and others concerned to identify nominees and submit nominations	University President	Disseminates guidelines & calls for submission of nominees
2. Identifies prospective nominees and gathers evidences and supporting documents	Offices/units/ departments/centers and other employees concerned	Identifies prospective nominee & gathers evidences/documents
3. Evaluates the nomination and the nominee's accomplishments and prepares recommendation to the President	Awards Committee	Evaluates the nomination and prepares recommendation
4. Reviews the recommendation and approves to give the award to the deserving employee	University President	Reviews and approves to endorse nominee to the CSC HAP
5. Prepares the draft citation and orders the plaque to be given to the deserving employee	Awards Committee	Prepares the citation in the plaque
6. Gives the award during the university convocation program of the VSU anniversary	University President	Awards the plaque during appropriate ceremony

R & R FLOW PROCESS (CSC Honors and Awards Program)		
Narrative Procedures	Person/Office Responsible	Flow Chart
1. Issues memo disseminating HAP guidelines & calling all to identify nominees and submit nominations	University President	Disseminates guidelines & calls for submission of nominees
2. Identifies prospective nominees and gathers evidences and supporting documents	Offices/units/ departments/centers and employees concerned	Identifies prospective nominee & gathers evidences/documents
3. Evaluates the nomination and the impact of nominee's accomplishments and prepares recommendation to endorse to CSC	PRAISE	Evaluates the nomination and prepares recommendation
4. Reviews the recommendation and approves to endorse nominee to the CSC HAP	University President	Reviews and approves to endorse nominee to the CSC HAP
5. Packages the nomination according to CSC HAP guidelines (rewrite the executive summary to emphasize high impact accomplishments)	Nominee/nominator/ ODAHRD	Packages the nomination to comply with HAP guidelines
6. Submits nomination to CSC on or before deadline	Nominee/nominator/ ODAHRD	Submits nomination to CSC
7. Attends awarding ceremonies, if adjudged as winner	Awardee, President/PRAISE Chair	Attends awarding ceremonies, if winner