



23 July 2018

MEMORANDUM CIRCULAR NO. 47

Series of 2018

T O: All Concerned

R E: Orientation on the PRIME-HRM of the Civil Service Commission

The Civil Service Commission (CSC) will conduct an on-site assessment to ascertain compliance of the Visayas State University (VSU) for Level 2-reaccredited status under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). Level 2 reaccreditation entitles an institution to retain its deregulated status, allowing it to approve appointments subject only to post-audit by CSC. The assessment visit is scheduled on September 25-26, 2018.

In this connection, a series of orientation will be conducted throughout the month of August 2018 to assure that everybody is prepared for the assessment. Attached is the schedule of the orientation activities.

Attendance to these orientation activities is compulsory for all faculty members, regular administrative staff and regular staff in administrative units. Concerned Vice Presidents, Deans and Institute/Center/Department/Unit Heads should institute measures to assure attendance of concerned staff during the scheduled orientation. These may include arrangements for make-up classes, assignment of Job-Order staff or Student Assistants to man the office, or closing of the office with a notice of staff whereabouts, during the scheduled orientation.

The Office of the Director for Administration and Human Resource Development is directed to submit a report of those who fail to attend the required orientation for appropriate action by this office.

For compliance of all concerned.

EDGARDO E. TULIN

* President



SCHEDULE OF ORIENTATION SESSIONS FOR PRIME-HRM LEVEL 2 REACCREDITATION

OFFICE/UNIT/DEPT	DATE (tentative)	VENUE (tentative)
CFES, College of Nursing and CVM faculty	August 3, 2018	CFES Training Room
Administrative Staff in offices of the Admin building (OVPAF, PRPEO, Cash, Budget, Accounting, ODF, ODAHRD)	August 7, 2018	OVPAF Conference Room
Administrative Staff in offices of the Admin building (OP, OVPI, Registrar, IASO, OUS, Information and OVPPRGEA)	August 8, 2018	OVPAF Conference Room
College of Engineering	August 2, 2018	COEng'g Annex Hall
Adm. Staff under GSD	August 13, 2018	VSU Pavilion Glassroom
All Administrative Staff in Academic units	August 14, 2018	QAC Conference Room
SPPMO, Hospital, IGP, Guest House, Security (1 st batch)	August 15, 2018	VSU Pavilion Glassroom
CAS	August 17, 2018	VSU Pavilion Glassroom
CME	August 20, 2018	ISRDS Training Hall
CAFS	August 23, 2018	ISRDS Training Hall
Adm. Staff in Research Centers, OVPRE, ViCAARP, Library (2 nd batch)	August 24, 2018	RDE Hall
Security (2 nd batch), Library (1 st batch), USSO, Graduate School, QAC	August 28, 2018	VSU Pavilion Glassroom
Research Centers	August 29, 2018	RDE Hall