



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 178
Series of 2024

TO: All Job Orders

RE: Unified Payroll Submission

FROM:  PROSE IVY G. YEPES, EdD
University President

DATE: August 12, 2024

This is in relation to OP Memorandum Circular N0. 114 Series of 2022 dated October 06, 2022 regarding Payroll Preparation and Submission.

In line with the thrust of the university for continual improvement and to minimize processing time and cost of supplies, the following are the new guidelines concerning the preparation and submission of payroll for the Job Order (JO) workers:

1. The preparation of payroll shall be done by College, Director (Research and Admin Offices) and by Vice President (to include the offices under his/her supervision).
2. The preparation would still be by Fund Cluster which are the following:
 - a. Regular Agency Fund or General Fund
 - b. Internally Generated Income or Special Trust Fund
 - c. Business Related Fund or Income Generating Project
 - d. Trust Fund (Externally Funded Project).
3. The payroll should include all of the JO Workers charged to the same fund by each Director/Dean, resulting in a separate payroll for each type of fund.
4. One (1) payroll per fund cluster should be prepared for all JO workers under the Office of the President.
5. To reiterate OP Memo 114 s. 2022, particularly for Research Centers, JO workers charged to the General Fund but working under different research/projects should have a single payroll only; however, specific codes should be correctly indicated for proper charging. For externally funded research projects, a single payroll should be prepared for all JO workers charged to the same project code.
6. Please refer to Annex A for the groupings of the offices under the respective directors/deans/supervisors.
7. The respective Director/Dean shall assign a Focal Person for payroll preparation. The use of Google Sheets or other innovative tools is encouraged for the efficient

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preparation of the consolidated payroll. Setting an internal cut-off is recommended to guarantee timely submission of the supporting documents (e.g., DTR, contract, accomplishment, etc.) to the Focal Person.

8. The date of submission to the Budget Office/Accounting Office for obligation of the payroll would be the following:

1st quincena – 16th day of the month or after

2nd quincena - 1st day of the following month or after

This circular is **effective for the August 31, 2024 payroll**.

For your strict compliance.

Annex A - Groupings

No.	Group	Offices under the Group
1	Office of the President (OP)	
		Office of the President (OP)
		BOR and University Secretary Office (BORUSO)
		Internal Audit Service Office (IASO)
		Culture and Arts Center (CAC)
		Grants Development Office (GDO)
		Gender Resource Center (GRC)
		International Affairs Office (IAO)
		VSU Manila Office (VSU Manila)
		University Integrated Media Office (UIMC)
		Quality Assurance Center (QAC)
2	Office of the Vice President for Academic Affairs (OVPA)	
3	College of Agriculture and Food Sciences (CAFS)	
		College of Agriculture and Food Sciences (CAFS)
		Department of Agricultural Economics and Extension (DAEEX)
		Department of Agronomy (DAgro)
		Department of Animal Science (DAS)
		Department of Development Communication (DDC)
		Department of Food Science and Technology (DFST)
		Department of Horticulture (DoH)
		Department of Pest Management (DPM)
		Department of Plant Breeding and Genetics (DPBG)
		Department of Soil Science (DSS)
4	College of Arts and Sciences (CAS)	
		College of Arts and Sciences (CAS)
		Department of Arts Language and Literature (DALL)
		Department of Biological Sciences (DBS)
		Department of Biotechnology (DBiotech)
		Department of Mathematics (DMath)
		Department of Philosophy and Social Sciences (DPSS)
		Department of Physics (DPhys)
		Department of Pure and Applied Chemistry (DOPAC)
		Department of Statistics (DStat)
5	College of Engineering and Technology (CoET)	
		College of Engineering and Technology (CoET)
		Department of Agricultural and Biosystems Engineering (DABE)
		Department of Civil Engineering (DCE)
		Department of Computer Science and Technology (DCST)
		Department of Geodetic Engineering (DGE)
		Department of Mechanical Engineering (DME)
		Department of Meteorology (DMet)

6	College of Forestry and Environmental Science (CFES)
	College of Forestry and Environmental Science (CFES)
	Department of Forest Science (DFS)
	Institute of Tropical Ecology & Environmental Management (ITEEM)
7	College of Management and Economics (CME)
	College of Management and Economics (CME)
	Department of Business and Management (DBM)
	Department of Economics (DOE)
	Department of Consumer and Hospitality Management (DTHM)
	Institute for Strategic Research and Development Studies (ISRDS)
8	College of Education (COE)
	College of Education (COE)
	Department of Teacher Education (DTE)
	Institute of Human Kinetics (IHK)
	Integrated High School (HIS)
9	College of Nursing (CON)
	College of Nursing (CON)
10	College of Veterinary Medicine (CVM)
	College of Veterinary Medicine (CVM)
	Department of Basic Veterinary Sciences
	Department of Veterinary Clinical Sciences
	Department of Veterinary Para-Clinical Sciences
11	Graduate School
	Graduate School
	Distance Education Programs Office (DEPO)
12	Instruction and Evaluation Office
	Instruction and Evaluation Office
	Instructional Materials Development Office
	Printing Press
13	University Registrar
14	Office of the Vice President for Admin and Finance (OVPAF)
15	Information and Communication Technology Management Center
16	Administrative Services Office
	Administrative Services Office
	Cash Office
	General Services Office
	Procurement Office
	Records and Archives Office
	Supply and Property Office
	VSU Cebu Office
17	Financial Management Office
	Financial Management Office
	Accounting Office
	Budget Office
	COA

18	Human Resource Management Office	
		Human Resource Management Office
		Recruitment, Selection, Placement and Personnel Records Office
		Performance Management and Rewards and Recognition Office
		Learning, Development and Human Resource Accreditation Office
		Payroll and Leave Benefits Office
19	Physical Plant Office	
		Physical Plant Office
		Power Plant and Electrical Services Unit
		Motor Pool Services Unit
		Ground and Landscape Maintenance Unit
		Building and Housing Maintenance Unit
		Instrumentation and Laboratory Equipment Unit
20	University Disaster Risk Reduction and Management, Safety and Security Office (UDRRMSSO)	
21	University Services for Health, Emergency and Rescue (USHER)	
22	Office of the Vice President for Research Extension and Innovation	
		OVPREI including Extension, Innovation and Research Office
		Annals of Tropical Research
		RDE Network Secretariat Office
		VICARP
23	Advanced Research and Innovation Center (ARIC) including Research Laboratory	
24	Eastern Visayas Center for Health Biotech including Research Laboratory	
25	Ecological Farm Resources and Management Institute (ECO-FARMI)	
26	National Abaca Research Center (NARC) including Research Laboratory	
27	National Coconut Research Center - Visayas (NCRC-V) including Research Laboratory	
28	Philippines Rootcrop Research and Training Center (PRCRTC) including Research Laboratory	
29	Regional Climate Change Research and Development Center (RCCRDC)	
30	Renewable Energy Research Center (RERC)	
31	Zonal Center for Biodiversity Conservation and Habitat Restoration	
32	Office of the Vice President for Resource Generation and Auxiliary Services (OVPRGAS)	
		OVPRGAS
		Planning and Infrastructure Project Development and Monitoring Office
		Alumni Community Relations Office (ACRO)
		Center for Continuing Education
		University Review Services Office
		Continuing Professional Development Office
33	Resource Generation and Auxiliary Services Office (RGASO)	
		Various IGPs
34	Office of the Vice President for Student Affairs and Services (OVPSAS)	
		OVPSAS
		Admission Office

		Dean of Student Office
		University Learning Common
		NSTP Office

Note:

- In case your office was not included in the list, kindly join your respective group based on our BOR approved Organizational Structure.
- IGP projects affiliated with an academic/research unit (e.g., IGP 31 - DOH Fruit/Plant Nursery) may be included in your mother unit's group. For those that are not linked with an academic/research unit (e.g., IGP 03 - Pavilion), your group is under the Resource Generation and Auxiliary Services Office.