



27 September 2017

MEMORANDUM NO. 352
Series of 2017

T O: Vice Presidents, College Deans, Directors, Department/Office Heads and others Concerned

SUBJECT: Submission of updated Staff Development Plan & Workforce Plan for 2018-2020

Please be informed that one of the requirements of the Civil Service PRIME-HRM is an updated staff development plan and workforce plan for 2 to 3 years with estimated amount and duly-approved by the Board of Regents. The said document should be available during CSC's evaluation-visit later part of October 2017.

In view of this, all academic department departments, research centers and administrative offices/units are required to submit their respective Faculty and Staff Development Plan with estimated budget. For academic units and research centers, the faculty development plan which you presented during the 2015 faculty development review should therefore be updated using the template attached.

Furthermore, all units (academic and administrative) are also requested to submit their desired Workforce Plan and suggested staffing modifications, if any, in order to make their units/departments become responsive and capable to implement their 2018-2020 strategic priorities and targets.

Please submit the duly-filled up forms to ODA-HRD not later than Oct. 4, 2017 for consolidation. The personnel boards (Academic and Non-Academic) and the scholarship committees (academic & administrative scholarship committees) will review the documents prior to UADCO endorsement and finally for BOR approval.

For compliance.


EDGARDO E. TULIN
President

Proposed VSU Workforce Plan
(2018-2020)

Name of department/center/office:
Current/Proposed Degree Program:

Position 1. Instructor – Biology with MS Degree			
Quantity/Year	2018	2019	2020
Anticipated Retirement			
Projected demand			
Projected supply			
Projected supply gap (difference between demand and supply)			
Comments (i.e. new curricular program, student enrolment, critical key position)			
Position 2. Instructor – Marine Biology with MS Degree			
Quantity/Year	2018	2019	2020
Anticipated Retirement			
Projected demand			
Projected supply			
Projected supply gap (difference between demand and supply)			
Comments (i.e. new curricular program, student enrolment, critical key position)			
Position 2. Clerk			
Quantity/Year	2018	2019	2020
Anticipated Retirement			
Projected demand			
Projected supply			
Projected supply gap (difference between demand and supply)			
Comments (i.e. new curricular program, student enrolment, critical key position)			

PROPOSED FACULTY & STAFF DEVELOPMENT PLAN (2018-2020)

Name of department/center/office: _____

I. Formal degrees to be pursued

Current & Proposed degree offering/program s/projects	Needed faculty & field of specialization	Existing Personnel		Proposed degree and major to pursue	Month & year to go on study leave	Suggested name of reputable university to enrol	Probable scholarship to avail/apply	Estimated budget (exclude salary) from VSU, if any
		Name	Current degree & major field of specialization					
		a) Faculty:						
		b) Adm. Staff:						

II. Attendance to trainings/seminars/workshops:

Current & Proposed degree offering/programs/projects	Name of existing faculty/staff	Title or topics of needed trainings/seminars/workshops	Estimated cost per attendance

Prepared & submitted by:

Noted:

Department/office head/Director

College Dean