



3 August 2022

**MEMORANDUM NO.** 609  
Series of 2022

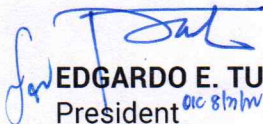
**T O: Department Heads**  
**Department Personnel Committee (DPC)**

**R E: Use of HRIS Module on Recruitment, Selection and Placement (RSP) in**  
**Selection of Applicant/s for Faculty Position/s**

The HRIS Module on Recruitment, Selection and Placement (RSP) is already operational through the link <https://hris.vsu.edu.ph>. Hence, Department Heads and DPCs are directed to use the IT system starting immediately for the hiring of faculty for First Semester of SY 2022-2023 and thereafter. For your guidance, attached is the RSP Manual for Administrators.

This system was created to hasten the processing of hiring and promote paperless transaction.

For your compliance.

  
**EDGARDO E. TULIN**  
President *oic 8/7/22*

cc: Dr. Daniel Leslie S. Tan, Vice President for Administration and Finance  
Dr. Beatriz S. Belonias, Vice President for Academic Affairs  
Ms. Honey Sofia V. Colis, OIC-Director for Human Resource Management