4 December 2023

MEMORANDUM CIRCULAR NO. 180
Series of 2023

T   O: **All Department Personnel Committee (DPC) members, dDRCs, Heads, Deans, and Concerned Employees**

R   E: **Attendance to the virtual HRIS Software Onboarding**

The university, in support to the national government agenda to move towards digital transactions is promoting the use of the in-house developed Human Resource Information System. This system includes the modules for the Recruitment, Selection & Placement, electronic Daily Attendance Tracking System (eDATS), Document Tracking System, etc. These are dispensable tools for streamlining HR processes, increasing efficiency, and ensuring compliance with various regulations.

Thus, the VSU will be conducting a **virtual HRIS Software Onboarding** on **December 6, 2023**, which aims to provide a comprehensive understanding of the HRIS software and its functionalities. This onboarding and re-onboarding session is crucial for all Department Personnel Committee (DPC) members, Deputy Document and Records Controllers (dDRCs), Heads, Deans, and concerned employees, as it will equip them with the necessary knowledge and skills to efficiently navigate and utilize the HRIS platform.

Your active participation in this onboarding activity is highly encouraged to ensure a smooth transition to the new HRIS software. We believe that this training will empower you to leverage the full potential of the system for enhanced efficiency in our day-to-day operations.

Join Zoom Meeting
https://vsu-edu-ph.zoom.us/j/94968851915?pwd=MHAva0dxR1JwNDl3Nnhrc05IN0lSZz09

Meeting ID: 949 6885 1915
Passcode: 938163

For your information and activity participation.

DANIEL LESLIE S. TAN
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FM-OOP-02
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No. 23-180

"HRIS Software Onboarding"

Webinar | **December 6, 2023**

You are invited

PROGRAM

09:00-09:15	Opening Program
Invocation	AV
National Anthem	AV
Opening Remarks	Engr. Sean O. Villagonzalo Head, ICTMC
	Leveling of Expectations
09:16-11:00	Recruitment, Selection and Placement for Faculty and Staff by: Mr. Jhone Maaghop
11:01-12:00	Personal Data Sheet (PDS) by: Mr. Jhone Maaghop
12:00-01:00	Lunch Break
01:30-03:30	Electronic Daily Attendance Tracking System by: Mr. Jeffrey Gallego
03:31-05:00	Question and Answer Session
	Evaluation
	Closing Message: Mr. Norman O. Villas
	VSU Hymn

Lady of Ceremonies: **Ms. Arianne J. Caintic**
Training Assistant, LDHRAO