



July 22, 2021

MEMORANDUM CIRCULAR NO. 04

Series of 2021

T O: All College Deans and Department/Unit Heads

**R E: Recruitment, Selection, and Placement (RSP) Management Systems
refresher Training**

The university has finished the Development of the Recruitment, Selection, and Placement (RSP) Management System under the HRMIS project launched last November 25, 2019.

Please be informed that there will be a one day refresher training on the functionality and system flow of the RSP module. *A representative (Regular or Casual Employee) for each Department is required to attend the said training, preferably the office clerk.*

The schedule are as follows:

Date & Time	Participants	Registration	Link for online training
July 27, 2021 8:00 to 5:00 pm	Departments under: CAFS CVM CET	https://docs.google.com/forms/d/e/1FAIpQLSdeKpwuBtM7UZZkpMmbqgdSOqQyZjQv9glXfRf5DcPCUFdYKg/viewform	meet.google.com/ehrigvo-oyz
July 28, 2021 8:00 to 5:00 pm	Departments under: CAS CE CFES CME CoN	https://docs.google.com/forms/d/e/1FAIpQLSfUPXRaDIZIiaZ07vQzYXcJTna26cHgN2Zd7aAPiDuR9w/viewform	meet.google.com/fbm-hpsq-oky

Requirements during training:

1. Desktop / Laptop.
2. Clear Video and Audio.
3. Stable internet connection.
4. Active VSU email account (to be able to access the online system and participate during hands-on practice).

Certification of completion of training will be provided. Attendees are require to disseminate the RSP Management System process to their respective Departments/Unit Staff.

For your guidance and compliance.


REMBERTO A. PATINDOL
Vice President for Administration and Finance