



# Visayas State University

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## Office of the President

8 March 2012

### MEMORANDUM CIRCULAR NO. 15

Series of 2012

**T O: All Center/Department/Office Heads**

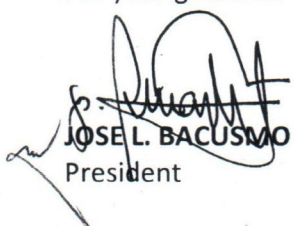
**R E: Manpower Evaluation**

The management in its continuing effort to maximize the distribution of administrative support personnel and in order to accommodate requests for support staff in newly created offices/units or additional manpower for existing units will conduct a manpower evaluation. The following data are needed for the purpose:

- a. Number of students, faculty and staff served (for the last 3 years)
- b. Number of facilities (i.e. CR, Training Halls, etc.)
- c. Number of classrooms/rooms
- d. Number of laboratory classes per semester
- e. Total area maintained
- f. Duties and responsibilities of existing administrative/support staff (indicate working percentage)

In this connection, you are hereby requested to submit the above listed data to NAPB through the NAPB Secretary for evaluation on or before March 30, 2012.

For your guidance and compliance.

  
JOSE L. BACUSMO  
President

cc: NAPB Members