



30 August 2019

**MEMORANDUM NO.** 334  
Series of 2019

**T O: All VPs, Unit/Department Heads, Deans, Center Directors**

**R E: Manpower Review**

Please be informed that there will be a Manpower Review for Non-Academic Staff on September 9 – 11, 2019.

In view of this, all VPs, Unit/Department Heads, Deans and Center Directors are required to conduct Manpower Review within their respective offices and present the output on September 9 – 11, 2019. The output will include the Administrative Staff Development Plan for the next five (5) years, covering AY 2019 - 2023.

Attached are the forms to be used during the said review.

  
**EDGARDO E. TULIN**  
President



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

CY 2019 Manpower Review

(Presentation Format)

Name of College/Center/Department/Unit: \_\_\_\_\_

Name of Dean/Director/Head: \_\_\_\_\_

- I. Organizational Chart
- II. Functional Chart
- III. Over-all Functions of the Office
- IV. Existing Manpower and its Tasks, Accomplishments and Performance Rating

Name of Staff/ Position/Employment Status	Assigned Tasks	Accomplishment		Performance Evaluation*	
		Target	Actual	IPCR Rating (Jan-June 2019)	Self rating
Employee A Clerk I JO	<ul style="list-style-type: none"><li>Task 1</li><li>Task 2</li><li>etc</li></ul>				
Employee B Adm. Assistant Permanent	<ul style="list-style-type: none"><li>Task 1</li><li>Task 2</li><li>etc</li></ul>				

**\* Legend:**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

V. Projected Additional Staff Needed

Position (ie. Clerk, Lab Tech, etc)	Quantity			Justification (i.e. new function, offering of curricular programs, student enrolment)
	CY 2020	CY 2021	CY 2022	

VI. Proposed Training/Orientation/Seminars for Administrative Staff.

Name Staff	Title or Topics of Needed Trainings/Seminars/Workshops	Estimated Cost per Attendance

VII. Staff Development Plan (if needed)

NAME OF STAFF	STATUS	DATE OF BIRTH	DEGREE FINISHED	DEGREE/SPECIALIZATION TO PURSUED BY STAFF			Year	School	Possible Scholarship to avail
				B.S. degree	Master's degree	Ph.D. degree			

Note: Please prepare 5 printed copies and send ecopy through email ([odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph)) or IP message. Thank you.



**VISAYAS**  
STATE UNIVERSITY

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## **2019 MANPOWER REVIEW**

**for Non-Academic Staff**

OVPAF Conference Room, VSU, Visca, Baybay City  
September 9-11, 2019



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*You're Invited*



PROGRAMME

1<sup>st</sup> day, September 9, 2019

8:00-8:30 a.m.	Registration	
8:30-9:00 a.m.	Opening Program:	
	Invocation	<b>Ms. Andreli D. Pardales</b>
	Pambansang Awit	<b>Ms. Jenefer B. Jayme</b>
	Short Message	<b>Dr. Edgardo E. Tulin</b> University President
	Mechanics of the Review	<b>Dr. Remberto A. Patindol</b> Vice President for Adm. & Finance
<b>Review Proper</b>		
9:00-10:00 a.m.	College of Agriculture (DAS, DOH, DPBG, DSS, DPM, DFST, DDC, DOA, & DAE)	<b>Dr. Victor Asio</b>
10:00-11:00 noon	College of Education	<b>Dr. Aleli A. Villocino</b> (DTE, IHK & VSUHS)
11:00-12:00 a.m.	College of Engineering (DM, DCE, DME, DGE, DAE & DCST)	<b>Dr. Roberto C. Guarte</b>
12:00-1:00 p.m.	<i>Lunch Break</i>	
1:00-1:30 p.m.	OVPAF	<b>Dr. Remberto A. Patindol</b>
1:30-2:00 p.m.	College of Economics & Mgt. (DBM, DCHM, DOE & ISRDS)	<b>Dr. Analita A. Salabao</b>
2:30 p.m.	College of Veterinary Medicine	<b>Dr. Eugene L. Lañada</b>
2:30-3:00 p.m.	College of Forestry & Environmental Science	<b>Dr. Dennis P. Peque</b> (DFS & ITEEM)
3:00-4:00 p.m.	College of Arts & Sciences (DOPAC, DLABS, DBS, BS8to, DMP & Dept. Stat)	<b>Dr. Candelario L. Calibo</b>
4:00-5:00 p.m.	College of Nursing	<b>Ms. Jesusa M. Magno</b>

2<sup>nd</sup> day, September 10, 2019

8:00-9:00 a.m.	Office of the Dir. of Finance	<b>Ms. Louella C. Ampac</b>
9:00-10:00 a.m.	ODAHRD (HRD, PRPEO & Records Office)	<b>Dr. Lourdes B. Cano</b>
10:00-11:00 a.m.	USSO	<b>Prof. Manolo B. Loreto, Jr.</b>
11:00-11:30 a.m.	University Library	<b>Ms. Andreli D. Pardales</b>
11:30-12:00 noon	Security office	<b>Engr. Celso Gumoad</b>
12:00-1:00 p.m.	<i>Lunch Break</i>	
1:00-1:30 p.m.	OVPRGEA (IGP, URC/CCE, VMO, Guest House & Hostel)	<b>Dr. Dilberto O. Ferraren</b>
1:30-2:30 p.m.	Office of the President (IASO, OUS, Information, ASHU, & Legal Office)	<b>Prof. Francisco G. Gabunada, Jr.</b>
2:30-3:00 p.m.	Philbootcrops	<b>Dr. Erlinda a. Vasquez</b>
3:00-3:00 p.m.	ECO-FARMI	<b>Dr. Romel B. Arnecin</b>
3:30-4:00 p.m.	OVPRE	<b>Dr. Othello B. Capuno</b>
4:00-4:30 p.m.	NARC	<b>Dr. Feliciano G. Sinon</b>
4:30-5:00 p.m.	NCRC	<b>Dr. Maria Juliet C. Ceniza</b>

3<sup>rd</sup> day, September 11, 2019

8:00-9:00 a.m.	VSU Tolosa Campus	<b>Dr. Obdulia G. Camoying</b>
9:00-10:00 a.m.	VSU Villaba Campus	<b>Dr. Merlita D. Veloso</b>
10:00-11:00 a.m.	VSU Isabel Campus	<b>Dr. Luzviminda O. Tajos</b>
11:00-12:00 noon	VSU Alangalang Campus	<b>Dr. Judith B. Jomadio</b>
12:00-1:00 p.m.	<i>Lunch Break</i>	
1:00-1:30 p.m.	SPMO	<b>Ms. Alicia M. Flores</b>
1:30-2:00 p.m.	VSU Hospital	<b>Dr. Elwin Jay V. Yu</b>
2:00-3:00 p.m.	GSD	<b>Engr. Mario Lilio P. Valenzona</b>
3:00-3:30 p.m.	OGS	<b>Dr. Anabella B. Tulin</b>
3:30-4:00 p.m.	QAC	<b>Dr. Milagros C. Balez</b>
4:00-4:20 p.m.	OVPI	<b>Dr. Biatriz S. Belonias</b>
4:20-5:00 p.m.	Registrar	<b>Ms. Epifania G. Tudtud</b>