



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph

Office of the President

4 January 2013

MEMORANDUM NO. 2
Series of 2013

T O: All Concerned

R E Re-Accreditation Visit by CSC Director Michael De la Cruz and CPOWLI Member HRMPs

During the Focus Group Discussion conducted by the Civil Service Commission last November 12, 2012, the undersigned committed for VSU to aspire for a higher level of accreditation under the PRIME HRM per CSC MC No. 3, series of 2012. As part of the self-evaluation, this office feels the need to enlist the services of Dir. Michael M. De la Cruz, Director of the CSC, Ormoc City Field Office and his CPOWLI member HRMPs to initially critique the HR services of VSU and possibly identify possible best practices and to suggest/recommend other HR practices which may possibly be implemented/practiced by the university. The visit will be on January 10, 2013.

In order to make the activity successful, the following committees are hereby created:

1. Over-all Coordination:

Chairperson	- Dr. Roberto C. Guarte
Co-Chairperson	- Dr. Lourdes B. Cano
Member	- Ms. Teresita L. Quiñanola

2. HR Accreditation Center preparation & display of documents:

Chairperson	- Mr. Simeon P. Sedrome
Co-Chairperson	- Ms. Teresita L. Quiñanola
Members	- Ms. Ma. Fe L. Limsiaco
	- Ms. Epifania G. Tudit
	- Ms. Regina C. Bibera
	- Ms. Felicisima P. Israel

3. Venue Preparation (CCE & HR Accreditation Center):

Chairperson	- Ms. Felicisima P. Israel
Member	- Mr. Felix C. Abanera

4. On Campus Transportation of HRMPs:

Chairperson	- Mr. Remegio M. Sanico
Member	- Mr. Jovenal B. Belarmino

5. Program & Certificate Preparation:

Chairperson	- Ms. Connel D. Antipaso
Member	- Ms. Ma. Fe L. Limsiaco

6. Reception:

Chairperson	- Ms. Teresita L. Quiñanola
Member	- Ms. Epifania G. Tudtud

7. Meals and Snacks:

Chairperson	- Prof. Alan B. Loreto
Members	- GuestHouse Personnel

8. Registration and Facilitation:

Chairperson	- Ms. Lourdes C. Managbanag
Member	- Ms. Ma. Fe L. Limsiaco

9. Proceedings Preparation:

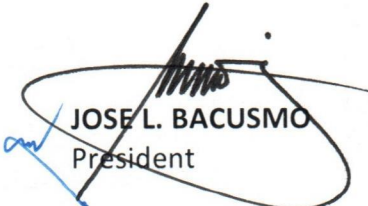
Chairperson	- Ms. Asteria A. Sevilla
Member	- Ms. Lourdes C. Managbanag

10. Sounds and Multi-media:

Chairperson	- Mr. Claudio R. Ababat, Jr.
Member	- Mr. Alex P. Bagarinao

Dr. Roberto C. Guarte is requested to meet the committee Chairpersons and Vice-Chairpersons on January 8, 2013 to discuss the necessary preparations for this visit.

Please be guided accordingly.


JOSE L. BACUSMO
President