



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM CIRCULAR NO. 249**  
Series of 2024

**TO: All Concerned Head/Office/Units Heads/All Admin Staff and Job Order Workers**

**RE: Conduct of Manpower Audit**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: November 4, 2024**

The administration will conduct a manpower audit of the university's personnel (Regular/Casual/Contractual and JO workers) to ensure workforce management efficiency and streamline office operations before the renewal of the Job Orders for the 1<sup>st</sup> quarter of CY 2025. The audit aims to assess the current manpower and its specific tasks, and performance to determine the needed resources and align to its office mandate.

The audit is scheduled on **November 6-12, 2024**. Office/Unit heads, Administrative Staff (permanent/casual/contractual/PS) including Job Order workers are expected to participate during the scheduled audit.

You are expected to prepare and bring the following during the scheduled audit:

1. Identify all the mandated functions of the concerned office
2. Break down every function into detailed/specific tasks and the associated workload per task (number of outputs to produce and the length of time to produce the same)
3. Identify the tasks that have not been performed due to a possible lack of manpower or some of the existing staff are actually underloaded for possible distribution of the unperformed tasks to underloaded staff after the individual audit of employees
4. Copy of the IPCR of admin staff for the last two rating periods, the same as the Job Order evaluation.

An audit team is composed of the following:

Dr. Elwin Jay V. Yu -Chairman  
Atty. Rysan C. Guinocor - Member  
Ms. Maria Teresa A. Cruz - Member  
Ms. Honey Sofia V. Colis - Member  
Dr. Aleli A. Villocino - Member  
Louella C. Ampac - Member

Ms. Ma. Elsa M. Umpad - Member  
Ms. Chona A. Brit - Member  
Mr. Poca Joe A. Didal - Member  
Jennifer E. Ando & Secretariat  
RSPPRO Staff

Attached is the schedule of the manpower audit for your reference.

Your presence, including the administrative staff of your unit (Plantilla, Casual, and Job Order), is expected, and we anticipate your active participation and cooperation.

**OFFICE OF THE PRESIDENT**

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**FM-OOP-02**  
V05 06-06-2024  
No. 24-249

## MANPOWER AUDIT 2024

**November 6-12, 2024**  
OVPAF Conference Room

Mechanics of the Review

Dr. Elwin Jay V. Yu  
VP for Adm. & Finance

### Review Proper

#### 1<sup>st</sup> day

9:00-10:30 a.m.	FMO (Accounting and Budget Office)	Ms. Louella C. Ampac
10:30-12:00 nn	OVPAF Support Office (ODIE, IMDO, Registrar, Printing Press, Grad School, DEPO)	Dr. Rotacio S. Gravoso Respective Heads
<b>12:00-1:00 p.m.</b>	<b>Lunch Break</b>	
1:00-2:00 pm	Office of the President (QAC, IASO, GRC, Legal DPO, IAO, OSIDA and MMDC)	Ms. Corazon A. Padilla Respective Heads
2:00-2:30 p.m.	Office of the University Board Secretary	Ms. Hazelle V. Asaldo
2:30-5:00 p.m.	OVRGAS and Support Office (Planning Office, Planning and Infras Project Development and Monitoring Office, Infra Project Dev Management and Monitoring Officer, RGAS Office and IGP Offices (Accommodation, Guest house, Pavilion, RGAS Office, Accommodation, Guest House, Pavilion, CCE and ACRO)	Dr. Moises Neil V. Serio Respective Heads

#### 2<sup>nd</sup> day

8:30-10:00 a.m.	OVPAF and Support Office (HRMO, GSO, USHER, UDRMSSO, PPO)	Dr. Elwin Jay V. Yu Respective Heads
10:00-12:00 nn	ODAS (Cash, GSO, Procurement, Supply and Property, RAO)	Atty. Rysan C. Guinocor Respective Heads
<b>12:00-1:00 p.m.</b>	<b>Lunch Break</b>	

1:00-2:30 p.m.	OVPSAS and Support Office (DSO, Admissions, NSTP and ULC)	Dr. Aleli A. Villocino Respective Heads
2:30-5:00 p.m.	OVPREI and Support Office (Extension Office, Innovation Office, Research, PhilRootcrops, NARC, Eco-Farmi, NCRC-V RERC, RCCRDC, CASL, PDDL, ATR, GISL, ARIC, Zonal Center, ViCARP)	Dr. Santiago T. Peña Jr. Respective Heads
<b>Nov 8-12</b>	Audit Team Assessment and Final Result	