



2 August 2023

**MEMORANDUM NO. 756**  
Series of 2023

**T O: Vice Presidents, Directors, Heads of Administration Offices/Units,  
NAPB Chairperson and Members, VSU AdPA President**

**R E: Manpower Review cum Job Profiling and Succession Planning Workshop of  
Offices under ROSS Phase I and other Administrative Units**

The DBM issued NBC No. 589 s. 2022 dated 25 May 2022 on the Revised Organization and Staffing Standards (OSS) for SUCs-Phase I for the organizational structure and staffing of tertiary or higher education institutions. VSU submitted BOR-approved "STAFFING PROPOSAL TO EFFECT THE NBC 589 S. 2022 REVISED ORGANIZATIONAL AND STAFFING STANDARDS (OSS) FOR SUCS – PHASE I" and consequently DBM-Reg. VIII recently approved the creation of positions for offices under ROSS Phase I.

In line with the implementation of the ROSS – Phase I in the university, there will be a **Manpower Review cum Job Profiling and Succession Planning Workshop of Offices under ROSS Phase I and other Administrative Units on August 4 and 8, 2023** at the **OVPAF Conference Room**. This is to review: a) review current manpower resources based on the current Organizational Structure and forecast future requirements and availability; b) job profiling that provides the means for clearly defining and documenting roles and responsibilities and expresses the personal qualifications, skills, traits and other relevant qualities that an individual requires to successfully perform the respective job, and c) succession planning to identify the critical positions within VSU and develop action plans for individuals to assume those positions.

Attached is the schedule for your guidance.

Anticipating your active participation in this activity.

**EDGARDO E. TULIN**  
President

**Manpower Review cum Job Profiling and Succession Planning Workshop of Offices under  
ROSS Phase I and other Administrative Units**  
OVPAF Conference Room, Visayas State University  
August 4 and 8, 2023

**PROGRAM OF ACTIVITIES**

**1<sup>st</sup> day (Aug. 4, 2023)**

8:00-8:30 a.m.	Registration Preliminaries	
8:30-10:00 a.m.	Short Message	<b>Dr. Edgardo E. Tulin</b> University President
	Overview/Presentation of ROSS (Phase I)	<b>Ms. Honey Sofia V. Colis</b> Director, HRMO
10:00-12:00 nn	Workshop Proper	
<b>12:00-1:00 p.m.</b>	<b>Lunch Break</b>	
1:01-5:00 pm	Continuation of Workshop	

**2<sup>nd</sup> day (Aug. 8, 2023)**

**Presentation of Outputs and Review**

8:15-8:35 a.m.	Office of the President (Support Staff)	Dr. Allen Glennie P. Lambert
8:36-8:55 a.m.	Office of the University Board Secretary	Dr. Guiraldo C. Fernandez Jr.
8:56-9:15 a.m.	Information and Communications Technology Unit	Engr. Sean O. Villagonzalo
9:16-9:35 a.m.	Information Unit	Dr. Ulderico B. Alviola
9:36-9:55 a.m.	Internal Audit Unit	Ms. Maria Teresa A. Cruz
9:56-10:15 a.m.	Legal Unit	Atty. Rysan C. Guinocor
10:16-10:35 a.m.	Planning Unit Project Management Unit	Dr. Dilberto O. Ferraren Dr. Dilberto O. Ferraren
10:36-11:05 a.m.	Quality Assurance Office	Dr. Rotacio S. Gravoso
11:05-11:35 a.m.	ODAS (Support Staff)	Atty. Rysan C. Guinocor

11:36-12:00 n.n.	Cash Unit	Ms. Queen-Ever Y. Atupan
<b>12:00-1:00 p.m.</b>	<b>Lunch Break</b>	
1:01-1:20 p.m.	Physical Plant Office & units	Engr. Mario Lilo P. Valenzona
1:21-1:40 p.m.	HRMO & units	Ms. Honey Sofia V. Colis
1:41-2:00 p.m.	Procurement Office	Ms. Jessamine C. Ecleo
2:01-2:20 p.m.	Records and Archives Office	Ms. Maria Roberta S. Miraflor
2:21-2:40 p.m.	VSU Cebu Office	Atty. Rysan C. Guinocor
2:41-3:00 p.m.	Supply Office	Ms. Alicia M. Flores
3:01-3:20 p.m.	Financial Management Office	Ms. Louella C. Ampac
3:21-3:40 p.m.	Accounting Office	Mr. Nick Freddy R. Bello
3:41-4:00 p.m.	Budget Office	Ms. Alicia M. Flores
4:01-4:20 p.m.	Grants and Development Office	Dr. Allen Glennie P. Lambert
4:21-4:40 p.m.	University Disaster Risk Reduction and Management, Safety and Security Office	Dr. Julius V. Abela
4:41-5:00 p.m.	International Affairs Office	Dr. Ana Marquiza M. Quilicot
5:01-5:20 p.m.	Culture and Arts Center	Dr. Jude Nonie A. Sales
5:21-5:40 p.m.	Gender Resource Center	Dr. Maria Aurora Teresita W. Tabada
5:40-5:50 p.m.	OVPA (Support Staff)	Dr. Beatriz S. Belonias
5:50-6:00 p.m.	OVPAF (Support Staff)	Dr. Daniel Leslie S. Tan
6:00-6:10 p.m.	OVPRGAS (Support Staff)	Dr. Dilberto O. Ferraren
6:10-6:20 p.m.	OVPREI (Support Staff)	Dr. Ma. Juliet C. Ceniza
6:20-6:30 p.m.	OVPSAS (Support Staff)	Dr. Aleli A. Villocino