



# Visayas State University

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Office of the President

10 September 2012

MEMORANDUM CIRCULAR NO. 63  
Series of 2012

**T O: All Regular, Casual and Contractual Administrative Employees**

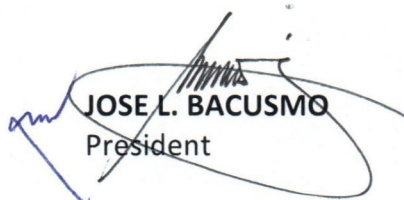
**R E: Submission of Statement of Actual Duties  
and Updated Personal Data Sheet**

Please be informed that the Personnel Records and Performance Evaluation Office (PRPEO) is completing the Personnel Information System of all employees. The actual duties and responsibilities of administrative personnel and their current personal information are very necessary to make this information system work. Furthermore, the statement of actual duties and responsibilities and the updated Personal Data Sheet (PDS) will likewise be used in preparing the Strategic Human Resource Plan for Administrative Personnel.

All administrative personnel, therefore, regardless of status of employment are required to submit their actual duties and responsibilities duly approved by their Head of Office. An updated PDS, including trainings attended not earlier than 2007, is likewise required to be submitted on or before September 30, 2012.

Please use the CS FORM 212 (Revised 2005) for the PDS and the attached format for the actual duties and responsibilities. E-copies of these forms may be requested from PRPEO.

For compliance.

  
**JOSE L. BACUSMO**  
President

**VISAYAS STATE UNIVERSITY**

**ACTUAL DUTIES AND RESPONSIBILITIES**

Name of Employee: \_\_\_\_\_

Department/Center/Office: \_\_\_\_\_

Section/Unit: \_\_\_\_\_

Employment Status (Current Position): \_\_\_\_\_

Designation, if any: \_\_\_\_\_

Percent of Working Time	DUTIES AND RESPONSIBILITIES

Approved by:

\_\_\_\_\_  
Printed Name and Signature of Employee

\_\_\_\_\_  
Printed Name and Signature of Immediate Supervisor

\_\_\_\_\_  
Printed Name and Signature of Head of Office