



20 June 2018

MEMORANDUM NO. 254
Series of 2018

**T O: Dr. Roberto C. Guarte
Dr. Candelario L. Calibo
Dr. Aleli A. Villocino
Dr. Suzette B. Lina
Ms. Mary Jean M. Sapan**

**R E: Additional Participants to the Seminar-Workshop on “Competency Based
HR System and implementation of Competency based Recruitment,
Selection and Placement and Learning & Development”**

Competencies are the most critical knowledge, skills and attitudes that would lead to successful performance using observable indicators. By using competency based HR approach, organization can identify what positions at which levels require specific competencies. Thus, assessing existing competencies of either an applicant for any vacant position and developing existing employees and introducing other human resource actions such as reassignment, detail, designation, and even rewards and needs to be competency based. Aside from ensuring improved organizational effectiveness, the university will become compliant of the Competency based HR which is required by the university to be classified as level 3 by the Civil Service Commission under its Program to Institutionalize Meritocracy in Human Resource Management (PRIME-HRM).

Although the university already have its proposed Competency Model with framework, rubrics of behavioral indicators, instrument for assessing applicants, etc., the system can only be fully integrated and implemented if the stakeholders are already trained and knowledgeable what is competency based HR and how this can be implemented university wide.

Ms. Jocelyn Linsao-Ng, one of the topnotch expert trainor of the Civil Service Institute of the Civil Service Commission and the resource person of the Civil Service Institute in its regular training on Competency-based HR will act as the resource person of this seminar-workshop.

In view of this, you are mandated to attend in this very important activity full time which is scheduled on July 4-6, 2018 at the 1st Floor CCE Building:

To ensure that you can attend this three-day activity and be issued the certificate of attendance, you are hereby required to free yourselves of office responsibilities by



designating an Officer-in-Charge to run the affairs in respective department/units in your absence. No substitution without approval of the Office of the President will be allowed. Those who cannot make it due to very important commitment should secure approval not to attend this very important activity from the Office of the President, otherwise, the absentee participant will be required to explain in writing of his/her absence.

Implementing a competency based HR is very important milestone to be attained by the university. Hence, strict compliance to this directive is required. Lunch will also be provided.


EDGARDO E. TULIN
President
DLC
4/22/18