



21 September 2018

MEMORANDUM NO. 332

Series of 2018

T O: All VSU Faculty and staff

**R E: Rescheduling of the On-Site Assessment of VSU under PRIME-HRM to
October 1-2, 2018**

Please be informed that per letter of Regional Director Victoria F. Esber of the Civil Service Commission, the schedule of the on-site assessment of VSU under PRIME-HRM is moved to October 1-2, 2018.

Since all documentary evidences have already been scrutinized by the assessment team led by Dr. Banello P. Gabon last Tuesday at the CSC Regional Office and are found to be complete, with minor repacking suggestion and printing of additional copies, the on-line assessment will be focused more on validation of the practices thru interview and ocular inspection of required information and checking of facilities and amenities.

In view of this, everybody is requested to maximize use of the additional 1 week for the preparation, particularly as follows:

1. Familiarization by everybody of the 4 HR processes. The ODAHRD is requested to prepare a simplified flow process for dissemination thru the various VSU communication modes. Every unit heads are requested to print copies of the simplified processes once received through their official email addresses and should provide each employee under him/her with a copy thereof. Hint questions for rank and file employees and suggested answers should likewise be disseminated together with the simplified HR processes.
2. ODAHRD is advised to call another general assembly meeting for the members of the rank and file which belongs to the trades and crafts group for final orientation of the work flow processes, not later than on September 28.
3. All department/office heads and secretaries are reminded to post all the required information as follows:
 - a. Updated Citizens' Charter
 - a. Feedback forms available to client being served and a box where the filled up form can be dropped
 - b. No smoking poster
 - c. No Noon break policy
 - d. No tobacco interference
 - e. Call Center (8888)
4. The following facilities should likewise be made visible to the assessors:
 - a. Public assistance desks manned whole day



- b. Breastfeeding area (please identify with marker an area where a client with child can use for breastfeeding)
 - c. Priority lane and facilities (Chairs) for PWD, pregnant women & PWD
1. Other reminders:
- a. Wearing of prescribed ID (not pocket ID)
 - b. Religiously using the biometrics
 - c. Always being courteous and helpful to all clients as we do not know the person pretending to be client is already the assessor

For the compliance and guidance of all concerned.

EDGARDO E. TULIN

President