



11 December 2020

MEMORANDUM CIRCULAR NO. 112
Series of 2020

T O: All Unit/Office Heads and Concerned VSU Personnel

R E: Updating of recent Appointments, PDF, PDS and CV in your respective Departments/Units

In reference to the findings from the recently conducted ISO Internal Audit, a number of personnel of some offices were not able to present their recent appointments (with clearly indicated duties and responsibilities), updated PDF, PDS, and CV when required by the internal auditors to present these evidences. It was found that not all concerned personnel were aware of the need to keep personal copies of said documents and present these when required. In view of this, all unit/office heads are directed to require all concerned personnel to comply with the said requirements and report your compliance to the Office of the Vice-President of Administration and Finance on or before December 18, 2020.

Please be guided accordingly.


EDGARDO E. TULIN
President