



7 October 2019

MEMORANDUM CIRCULAR NO. 104
Series of 2019

T O: All VPs, Deans, Center Directors, Heads and Other Concerned

R E: Submission of Updated Position Description Form

With the recent events related to VSU's desire to be accredited under ISO 2001:2015, several request for copies of the employees' duties and responsibilities which are indicated in the position Description Form (PDF) were received by the Records Office. Unfortunately, only those employees who were lately promoted or their appointment are renewed annually have copies on file of the latest PDF which also complies with VSU's competency based recruitment, selection and placement system as approved by the Board of Regents and the Civil Service Commission.

There is therefore a need for all employees to update their Position Description Form based on their actual duties and responsibilities and the competencies required for the position, new designation and/or functions.

In view of this, faculty and staff on permanent status whose positions have no movement for the last two (2) years and therefore have not filled up the competency based are required to fill up the Position Description Forms not later than October 15, 2019. To facilitate preparation of this important documents, department heads are requested to prepare the list of the current duties and responsibilities of each permanent faculty and the percentage of work time devoted to said functions. A copy of the same (soft & hard) should be forwarded to ODAHRD. Once all have submitted, a one day writeshop among department office secretaries will be conducted in preparing the competency based PDF among the faculty & staff concerned. The cooperation of all concerned is earnestly requested since we need these document not only for ISO certification but in our desired to qualify for the Center of Excellence for the Level 3 under PRIME-HRM.


EDGARDO E. TULIN
President



Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

RECEIVED
10/15/2019



9 October 2019

MEMORANDUM CIRCULAR NO. 104
Series of 2019

T O: All VPs, Deans, Center Directors, Office and Unit Heads
R E: List of Duties and Responsibilities of Permanent Employees

The University is in the process of updating the Position Description Form (PDF) of its employees in compliance with ISO and PRIME-HRM.

Anent to this, all Office/Unit Heads are directed to submit an updated list of duties and responsibilities, together with percentage of working time, for all their permanent employees using the attached form.

Please submit a hard copy and e-mail an electronic copy (Word file) per Office/Unit to ODAHRD (email: odahrd@vsu.edu.ph) on or before October 31, 2019.

Your cooperation is earnestly requested.

This Memorandum supercedes OP Memorandum Circular No. 104, series of 2019.


EDGARDO E. TULIN
President



Format for List of Duties and Responsibilities of Permanent Employees

Unit/Office/Department: _____

Name of Employee: _____

Position: _____

Duties and Responsibilities

% of Working Time