



22 June 2020

MEMORANDUM NO. 218
Series of 2020

T O: Ms. Honey Sofia V. Colis
R E: Designation as Head, RSP and Personnel Records

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Recruitment, Selection & Placement (RSP) and Personnel Records effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Ensure that the University complies with the existing BOR and CSR approved merit system during the recruitment, selection and placement of personnel.

Specifically, you are tasked to do the following:

1. Perform secretariat services to the NAPB, the APB and the NBC 461 meeting and deliberations;
2. Perform pre-assessment and screening process during the conduct of written and skills examination;
3. Prepare applicant's profile for administrative position;
4. Conduct detailed review of the NBC documents against entries claimed in the CCE and QCE;
5. Process approved appointment and promotion of all personnel;
6. Maintain and continually update the 201 files of employees and to forward non-current documents to Records Office;
7. Update personnel records, issues the Service Records and Certificate of Employment and also prepares the NOSI and NOSA.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President



cc: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODAHRD/PRPEO
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Deans
Directors
Records
File