



November 20, 2019

MEMORANDUM CIRCULAR NO. 03

Series of 2019

T O: ALL Office/Unit Heads

R E: Human Resource Management Information System (HRMIS) Presentation and Training of the developed RSP, PDS and Plantilla Management System.

The university has finished the Development of the Recruitment, Selection, Placement (RSP), PDS and Plantilla Management of HRMIS that can be accessed online. Please be informed that there will be a Training on the introduction, functionality and flow of the online system on November 25-26, 2019. The Schedule of the introduction and training are as follows:

Date & Time	System	Participants	Venue
November 25, 2019 8:00 to 5:00 pm	<ul style="list-style-type: none">Recruitment, Selection and Placement (RSP).Personnel Plantilla Management.	NAPB APB College Deans ODAHRD PRPEO	Center for Continuing Education Training Hall (first floor)
November 26, 2019 8:00 to 12:00 nn	<ul style="list-style-type: none">Personal Data Sheet (PDS).	CAFS, CAS, CFES, CME, COE, CoN, CVM, DA, DAE, DAEE, DAS, DBM, DBS, DCE, DCHM, DCST, DDC, Dep. Stat, DFST, DGE, DLABS, DME, DMP, DOE, DOH, DOPAC/ Biotech, DPBG, DPM, DSS, DTE, DYDC, IHK, ISRDS, LIBRARY, ITEEM, NSTP, OGS, VSULHS, VSUSHS, IGPO, DMET and RCCRDC.	Convention Center

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.



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November 26, 2019 1:00 to 5:00 pm	• Personal Data Sheet (PDS).	ACCOUNTING, BALAY ALUMINI, BIDANI, BUDGET, CAC & URC, CASH, COA, FARMI, GSD, GUESTHOUSE, HOSPITAL, IASO, ILFMU, INFORMATION, LEGAL, MMDC, NARC, NCRC, ODAHRD, ODF, ODREx, OP, OPO, OUS, OVPI, OVPPRGEA, OVPRE, PCC, PRCRTC, PRPEO, QAC, RECORDS, REGISTRAR, RERC, SPPMO, SSO and USSO.	Convention Center
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Each Department, office and unit may send at most 4 participants (Secretary, clerk or data controller) for the Personal Data Sheet (PDS) Training.

Please bring Laptop for the hands on training of the system.

We need your full cooperation. Attendance is highly requested.

REMBERTO A. PATINDOL

Vice President for Administration & Finance

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