



14 June 2018

MEMORANDUM NO. 249
Series of 2018

T O: All Concerned

R E: Seminar-Workshop on "Competency Based HR System and implementation of Competency based Recruitment, Selection and Placement and Learning & Development"

Competencies are the most critical knowledge, skills and attitudes that would lead to successful performance using observable indicators. By using competency based HR approach, organization can identify what positions at which levels require specific competencies. Thus, assessing existing competencies of either an applicant for any vacant position and developing existing employees and introducing other human resource actions such as reassignment, detail, designation, and even rewards and needs to be competency based. Aside from ensuring improved organizational effectiveness, the university will become compliant of the Competency based HR which is required by the university to be classified as level 3 by the Civil Service Commission under its Program to Institutionalize Meritocracy in Human Resource Management (PRIME-HRM).

Although the university already have its proposed Competency Model with framework, rubrics of behavioral indicators, instrument for assessing applicants, etc., the system can only be fully integrated and implemented if the stakeholders are already trained and knowledgeable what is competency based HR and how this can be implemented university wide.

Ms. Jocelyn Linsao-Ng, one of the topnotch expert trainer of the Civil Service Institute of the Civil Service Commission and the resource person of the Civil Service Institute in its regular training on Competency-based HR will act as the resource person of this seminar-workshop.

In view of this, the following College Deans/Directors/Academic department heads/unit heads who are the implementors at the college/center/department/office/unit level are mandated to attend in this very important activity full time which is scheduled on July 4-6, 2018 at the 1st Floor CCE Building:

1. Dr. Julius Abela, DAS
2. Dr. Berta C. Ratilla, DA
3. Dr. Deejay S. Maranguit, DSS
4. Prof. Jesusito L. Lim, DPM
5. Dr. Ivy C. Emnace, DFST
6. Dr. Christina A. Gabrillo, DDC
7. Dr. Rosario A. Salas, DOH
8. Dr. Luz O. Moreno, DPBG
9. Dr. Antonia Cecilia Y. Sandoval, DAEE
10. Prof. Climaco D. Espina Jr. , DMP
11. Dr. Norberto Milla, DS
12. Prof. Jacob Glenn Jansalin, DoPAC



13. Dr. Guiraldo Fernandez Jr, DLABS
14. Dr. Analyn M. Mazo, DBS
15. Dr. Ma. Theresa P. Loreto, DBiotech
16. Dr. Lijueraj J. Cuadra, DTE
17. Dr. Rosario P. Abela, VSUVLHS
18. Dr. Rizalina D. Truya, Senior High
19. Engr. Diana Christa G. Milloza, DGE
20. Prof. Epifania G. Loreto, DCE
21. Prof. Arturo IT. Tambong, DAEng
22. Engr. Celso F. Gumaod, DME
23. Prof. Winston M. Tabada, DCST
24. Dr. Dennis P. Peque, DFS
25. Dr. Marlito Jose M. Bande, ITEEM
26. Dr. Moises Neil V. Seriño, DOE
27. Dr. Antonio P. Abamo, DBM
28. Dr. Nancy V. Dumaguing, DCHM
29. Prof. Maria AT W. Tabada, ISRDS
30. Ms. Jesusa M. Magno, CON
31. Dr. Eugene M. Lañada, CVM
32. Dr. Manuel S. Rona, VSU Alang-alang Campus
33. Dr. Alberto L. Carillas, VSU Isabel Campus
34. Dr. Obdula G. Camoying, VSU Tolosa Campus
35. Dr. Merlita Veloso, VSU Villaba Campus
36. Dr. Victor B. Asio, CAFS
37. Ms. Alicia M. Flores, SPPMO
38. Dr. Josephine O. Zafico, VSU Infirmary
39. Engr. Sean O. Villagonzalo, UCO
40. Ms. Teresita L. Quiñanola, PRPEO
41. Ms. Louella C. Ampac, ODF
42. Ms. Erlinda S. Esguerra, Accounting Office
43. Ms. Corazon U. Nuevo, Cash Division
44. Ms. Andreli D. Pardales, Library
45. Mr. Eliezar Velasco, Registrar
46. Dr. Anabella B. Tulin, OGS
47. Dr. Erlinda S. Vasquez, PhilRootcrops
48. Dr. Ma. Juliet C. Ceniza, NCRC
49. Dr. Feliciano G. Sinon, NARC
50. Dr. Romel B. Armechin, Eco-Farmi
51. Ms. Asteria Sevilla, Records
52. Engr. Marlon Burlas, GSD
53. Engr. Mario Lilo Valenzona, GSD
54. Prof. Manolo B. Loreto, USSO
55. Dr. Editha C. Cagasan, Director, QAC

To ensure that the participants can attend this three-day activity and be issued the certificate of attendance, you are hereby required to free yourselves of office responsibilities by designating an Officer-in-Charge to run the affairs in respective department/units in your absence. No substitution without approval of the Office of the President will be allowed. Those who cannot make it due to very important commitment should secure approval not to attend this very



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important activity from the Office of the President, otherwise, the absentee participant will be required to explain in writing of his/her absence.

Implementing a competency based HR is very important milestone to be attained by the university. Hence, strict compliance to this directive is required. Lunch will also be provided.


EDGARDO E. TULIN
President