



28 January 2022

MEMORANDUM CIRCULAR NO. 14

Series of 2022

T O: All VSU Faculty

R E: VSU Faculty Onboarding (2nd semester A.Y. 2021-2022)

At the university, we believe in the importance of getting everyone onboard especially during significant changes. That is why the Faculty Onboarding, which we started at the onset of the COVID-19 pandemic, is one of our best practices as an academic institution.

The Faculty Onboarding (FOB) is a process of preparing the teachers for the semester, to keep everyone abreast with the latest policies, challenges, tools, techniques, and many more. So, as we enter the 2nd semester of A.Y. 2021-2022, we are organizing a new round of our FOB for our faculty.

In this connection, you are all encouraged to attend the two-day VSU Faculty Onboarding with the theme **"Padayon VSU!"** on **February 7-8, 2022 (Monday and Tuesday), from 8:30 AM to 5:00 PM via Zoom Webinar**. Newly hired faculty are required to attend the FOB.

The virtual onboarding covers various topics that are vital in the continued implementation of flexible learning modalities in the university. Attached is the program of activities for your reference.

Please register in advance for the activity using QR code on the right or this link—

➡ go.vsu.edu.ph/FOB-padayon

The Zoom Webinar can accommodate up to 450 attendees. Faculty must register individually using their VSU email (vsu.edu.ph) and must not share their link to others (as it will make others join under their name). The FOB will also be livestreamed on Workplace to the **Academic Staff** group.



Thank you in advance for your participation.

EDGARDO E. TULIN
President



February 7-8, 2022 • 8:30 to 5:00 PM
Via Zoom and VSU Workplace: Academic Staff

DAY 1 • FEBRUARY 7, MONDAY

Master of Ceremonies: Ms. Gernah May Y. Santianes

Time	Topic	Resource Speaker/In-Charge
08:00 AM	House Rules and Other Introductory Videos Attendance Prayer National Anthem	VSU Web Team
08:30 AM	Welcome Message	Dr. Edgardo E. Tulin VSU President
09:00 AM	Rules on Hiring and Renewal of Faculty VSU Strategic Performance Management System	Ms. Honey Sofia V. Colis OIC-Director, ODHRM
09:30 AM	Faculty Development Program	Dr. Beatriz S. Belonias VP for Academic Affairs
10:00 AM	Coffee Break / Raffle / Game	
10:10 AM	Rights, Duties, Obligations of Teachers CSC Rules on Leave	Ms. Honey Sofia V. Colis OIC-Director, ODHRM
10:40 AM	Gender Awareness and Anti-Sexual Harassment Policy	Prof. Maria Aurora Teresita W. Tabada Head, Gender Resource Center
11:10 AM	Open Forum	Dr. Victor B. Asio Dean, CAFS • Moderator
12:00 PM	LUNCH BREAK	
01:00 PM	Data Privacy Act of 2012	Atty. Rysan C. Guinocor Legal Officer
01:45 PM	Intellectual Property and Copyright	Dr. Guiraldo C. Fernandez Jr. University Secretary
02:30 PM	Open Forum	Dr. Maria Theresa P. Loreto Dean, CAS • Moderator
03:00 PM	Coffee Break / Raffle / Game	
03:10 PM	VSU Academic Curriculum	Dr. Ma. Rachel Kim L. Aure Director, Instruction and Evaluation
03:30 PM	University Review Services Center for Continuing Professional Development	Dr. Angelica P. Baldos Head, URC
04:00 PM	International Affairs Office	Dr. Ana Marquiza M. Quilicot Heads, International Affairs
04:20 PM	Open Forum	Dr. Maria Theresa P. Loreto Dean, CAS • Moderator
	Evaluation of Day 1	
	End of Day 1	



DAY 2 • FEBRUARY 8, TUESDAY

Master of Ceremonies: Ms. J-Annie G. Ebit

Time	Topic	Resource Speaker/In-Charge
08:30 AM	House Rules and Other Introductory Videos Attendance Prayer	VSU Web Team
08:45 AM	Recap	
09:00 AM	VSU Policies on Submission of Grades and Other Registrar-Related Matters	Mrs. Marwen A. Castaneda University Registrar
09:30 AM	Individual Faculty Workload Teaching Overload Policy	Dr. Beatriz S. Belonias VP for Academic Affairs
10:00 AM	Coffee Break / Raffle / Game	
10:10 AM	Open Forum	Dr. Bayron S. Barredo Dean, College of Education
10:30 AM	Updates on IMD-related Submissions	Dr. Nancy D. Abunda Head, Instructional Materials Development
11:00 AM	VSU E-Learning Environment	Prof. Magdalene C. Unajan Head, DCST
11:30 AM	Open Forum	Dr. Bayron S. Barredo Dean, College of Education • Moderator
12:00 PM	LUNCH BREAK	
01:00 PM	Research, Extension, and Innovation as Functions of Faculty Research Publication and the Publication Incentive System	Dr. Maria Juliet C. Ceniza VP for Research, Extension, and Innovation
01:30 PM	USHER	Dr. Elwin Jay V. Yu Chief, USHER
02:00 PM	Security in VSU	Dr. Julius V. Abela Head, Security Office
02:20 PM	University Library Services	Mr. Vicente A. Gilos University Librarian
02:40 PM	Health Care in the Workplace	College of Nursing
03:00 PM	Open Forum	Dr. Santiago T. Pena Jr. Dean, CVM • Moderator
03:30 PM	Coffee Break / Raffle / Game	
03:40 PM	Customer Feedback	Mr. Gideon Niel D. Tan



Time	Topic	Resource Speaker/In-Charge
		<i>Customer Feedback Officer</i>
04:00 PM	Dealing with Psychosocial and Moral Challenges as a Faculty	Ms. Chona Brit <i>Office of the Dean of Students</i>
04:30 PM	Workplace Physical Activity Program	Institute of Human Kinetics
	Closing Message	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
	Evaluation of Day 2	
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	End of Day 2	