



16 August 2017

MEMORANDUM NO. 318

Series of 2017

T O: All Vice-Presidents, College Deans, Center Directors, Department/Unit Heads

R E: On-Site Assessment by the Civil Service Commission on 17, 18 & 22 August 2017

Please be informed that the Civil Service Commission (CSC) Regional Office will be conducting a three-day On-Site Assessment this coming 17, 18 & 22 August 2017 from 9:00 AM to 5:00 PM.

The objectives of the On-Site assessment are to validate and calibrate the findings/ratings, as well as evaluate the level of implementation of the Agency Action Plan. The On-Site Assessment activities will cover:

1. Ocular Inspection of the Agency;
2. Review of the HR Records; and
3. Assessment Proper (with PRIME HRM Assessment Tool):
 - 3.1 System Assessment
 - 3.2 HRMO Competencies Assessment
 - 3.3 Practices Assessment

The CSC expects all key agency stakeholders – Vice-Presidents, College Deans, Center Directors, Department/Unit Heads – to be present in their respective stations during the conduct of the three-day assessment. Further, all heads of offices are requested to remind their respective personnel to strictly follow the following CSC requirements:

1. Wearing of Identification Cards as prescribed by the CSC (*not the pocket ID*)
2. Log-in/Log-out Records of Attendance
3. Display of Updated Daily Time Records (*for Administrative Staff*)

Finally, all needed documents should be readily available for inspection by the CSC assessment Team.

Please be guided accordingly.


EDGARDO E. TULIN
President
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8/16/17

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College Deans, Center Directors, Department Heads, Unit Heads
Records
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