



28 October 2021

MEMORANDUM NO. 656
Series of 2021

T O: All College Deans, Department Heads, Institute and Center Directors

**R E: Schedule of Recruitment, Selection and Placement of Faculty
for 2nd Sem. AY 2021-2022**

Please be guided on the below-mentioned schedule of submission of requests to hire and recommendation to hire faculty for 2nd Sem SY 2021-2022 in consonance to the Quality Procedure on Recruitment, Selection and Placement (RSP) for Faculty (PM-HRM-01):

Particular	Schedule
• Submission to APB the request to hire faculty, if needed	On or before November 12, 2021
• Submission to APB the recommendation to hire faculty	On or before January 7, 2021
• On-boarding program of newly hired faculty	January 31, 2021 (tentative)

The APB will meet virtually to deliberate on the requests to hire. Once request to hire is approved, you have to publish/post the vacancy following CSC & VSU requirements. The interview and teaching demonstration of applicants shall be done virtually via Zoom, Google Hangout, Skype or other available videoconferencing tools.

The classes for 2nd Sem AY 2021-22 will begin on January 31, 2022, hence, earlier submission of recommendation to hire the successful applicant is required so that the newly-hired faculty will have ample time to prepare instructional materials and virtual classrooms for the subjects to handle.

Moreover, the Department Personnel Committees in the VSU Main Campus are required to utilize the RSP module of the HRIS in making requests to hire, job vacancy posting and assessment of applicants for faculty positions.

For your guidance and compliance.


EDGARDO E. TULIN
President