



16 November 2020

**MEMORANDUM CIRCULAR NO. 103**  
Series of 2020

**T O: All Concerned**

**R E: VSU's Internal Policies on Appointments in Accordance with the Provisions of CSC Memorandum Circular No. 14, s. 2020**

The NAPB in its October 15, 2020 meeting deliberated the proposed VSU's Internal Policies on Appointments in Accordance with the Provisions of CSC Memorandum Circular No. 14, s. 2020.

Numerous queries were received by the Civil Service Commission from government agencies who need to continuously recruit people and to undertake human resource actions to help address the pandemic but which faced mobility and interpersonal contact among those in-charge of recruitment, selection, placement and other human resource actions, including applicants and prospective appointees. Thus, the CSC issued CSC Resolution No. 2000659 as disseminated through CSC Memorandum Circular No. 14, s. 2020 providing interim guidelines which lay down the parameters on appointment processes and other human resource actions during the period of state of calamity throughout the country.

These interim guidelines on appointment and related processes and other Human Resource Actions shall be in effect during the period of State of Calamity due to COVID-19 pandemic.

**General Guidelines**

**1. Publication and Posting of Vacant Positions**

- a. For administrative positions, vacancies shall be published by sending a copy of the vacancy announcement under CS Form 9, revised 2018 thru email to the [cscro8.misc@gmail.com](mailto:cscro8.misc@gmail.com), copy furnished the Western Leyte Field Office. The said announcement shall likewise be published in the VSU web page and the VSU HRIS.
- b. For faculty positions, vacancies should continue to be published in various electronic modes: social media thru facebook, VSU web page, VSU HRIS, and other modes of attracting more qualified applicants in order to select the most qualified and fitted for the position

**2. Recruitment and Selection Process**

The university still follows its existing guidelines, criteria, policies and procedures in the recruitment and selection of applicants. The quality procedures in the recruitment, selection and placement of both the faculty

and administrative staff should be strictly followed to avoid non-conformities during the forthcoming ISO surveillance audit between December 2020 and February 2021. However, the following innovations may be allowed:

a. For faculty positions:

- 1) Conduct of teaching demonstrations by applicants to teaching positions, subsequent interview by the panel composed of the Department Personnel Committee who initially conducts the initial screening of applicants in the presence of the Dean and a member of the Academic Personnel Board may be done virtually. The secretary will send link to applicants and to the panel of interviewers for them to join virtually. The applicant who prefers to come for a face-to-face assessment may be allowed, subject to strict compliance of the university health protocols.
- 2) The initial result of the screening done at the department level shall be thoroughly reviewed by the Academic Personnel Board (APB) who likewise meets virtually. The APB should ensure that the assessment criteria and pertinent policies in hiring faculty especially of no failing grades and against in-breeding should not be violated. Also, the quality procedures in the hiring of faculty should be strictly followed to avoid non-conformity during the upcoming ISO surveillance audit.
- 3) Conduct of background investigation of the ranking candidates shall continue to be done using technology through phone calls or video chat/conferencing. Negative results should be validated.

b. For administrative positions:

- 1) Conduct of interview and written examinations for applicants to administrative positions may also be done virtually. The applicant and members of the Non-academic Personnel Board will be sent a link to join the virtual meeting and assessment through Google Meet, Zoom or other online meeting apps.
- 2) In conducting the written examination online, applicant is required to open the link earlier sent to him/her before sending to him/her the examination sheet. Once the examination sheet will be received by the applicant, he/she will directly answer the exam questions on his computer with his/her video camera ON and being observed by the NAPB Secretary or any NAPB representative as authorized by the NAPB throughout the duration of the test for approximately one (1) hour. Immediately, the applicant will send his/her answer through email to the NAPB Secretary or authorized representative. The length of time given to applicants in answering the written examination shall be the same, whether he took the exam face-to-face or virtually under the direct supervision of an NAPB representative.

3. Issuance of Appointment

E-signature is allowed to faculty and staff who are on study leave to pursue graduate studies and on official or personal travel but have been locked down or cannot report personally to the university due to the pandemic in other parts of the country or abroad to evidence his/her receipt of a copy of their appointment.

The faculty may opt to send an email with their e-signature without requesting for a certification, however, they should send the hard copy of the same through courier service.

4. Submission of Appointment

The university shall avail of the allowable modes of submitting the Report of Appointments Issued (RAI), copy of the appointment form and the required supporting documents through email and send the hard copies of the same through courier service.

5. Assumption to Duty

- a. Newly appointed faculty members are required to report as soon as possible in order to give them time to prepare for their flexible learning materials needed in preparation for the opening of classes.
  - b. Newly hired faculty coming from Metro Manila and in Cebu City and province are allowed to officially report at the VSU Manila Office and VSU Cebu Office, respectively and required them to start the preparation of their required learning materials through a work from home scheme, subject to strict monitoring by the department head of the progress of the learning materials preparation by the faculty concerned.
  - c. Newly hired faculty from various places may be allowed to assume their duty virtually before their respective academic departments. Immediately, they are allowed to start preparing the flexible learning materials of the courses assigned to them for the first semester of SY 2020-2021.
  - d. Newly hired faculty who reported to the university to assume their duty but came from nearby LGUs with local or community transmission but was required to undergo 14 day quarantine in the university quarantine facilities shall likewise be allowed to assume their duties virtually before their respective academic departments. However, they should immediately be assigned to start preparing the flexible learning materials of the courses assigned to them for the first semester of SY 2020-2021.
  - e. Assumption to duty of administrative staff will take effect upon their actual assumption to duty at the VSU main campus or at the VSU Manila and Cebu Office as approved by the President.
6. These interim policies shall take effect retroactively on 16 March 2020 which is the date of the President's declaration placing the entire country under the State of Calamity and as provided for in CSC MC 14, series of 2020. The policies shall remain in force until said CSC MC 14, series of 2020 has been lifted by the Civil Service Commission and shall apply only to appointments to first and second level positions of the university.

  
**EDGARDO E. TULIN**  
President