



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM NO. 174
Series of 2025

TO: Ms. Luvilla G. Alcober

RE: Designation as Head of the Recruitment, Selection, Placement and Personnel Records Office

FROM: DR. PROSE IVY G. YEPES
University President

DATE: January 16, 2025

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the HRMD Director, you are hereby designated as Head of Recruitment, Selection & Placement (RSP) and Personnel Records Office effective immediately until December 31, 2025, or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Ensure that the University complies with the existing BOR and CSR-approved merit system during the recruitment, selection, and placement of personnel; specifically, the functions are:
 1. Perform secretariat services to the NAPB, the APB and the NBC 461 meeting and deliberations;
 2. Perform pre-assessment and screening process during the conduct of written and skills examination;
 3. Prepare applicant's profile for administrative position
 4. Conduct detailed review of the NBC documents against entries claimed in the CCE and QCE;
 5. Process approved appointment and promotion of all personnel
 6. Maintain and continually update the 201 files of employees and to forward non-current documents to Records Office;
 7. Update personnel records, issues the Service Records and Certificate of Employment and also prepares the NOSI and NOSA.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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