



16 June 2023

MEMORANDUM CIRCULAR NO. 96
Series of 2023

T O: All Faculty Concerned
HRMO of VSU Main and Component Campuses

R E: Certification as True Copy of Appropriate Documentary Evidences to Support
Claims on Accomplishments for Faculty Reclassification pursuant to DBM &
CHED Joint Circular No. 3, series of 2022 dated Oct. 18, 2022

This pertains to the implementation of the DBM & CHED Joint Circular No. 3, series of 2022 dated Oct. 18, 2022 "Guidelines on the Reclassification of Faculty Positions in State Universities and Colleges (SUCs)". Section 1.2.3. of Annex III (Evaluation, Review, Certification and Approval Process states, to wit,

1.2.3. Supporting documentary evidence based on the list of possible evidence in Annex I. Documentary evidence shall be prepared both in hard copies and in soft copies. Hard copies are to be submitted to the IEC and the soft copies are saved in the faculty's google drive that will be shared with the evaluation committees in case of a remote evaluation and validation activity.

In this connection and while waiting for the addendum on the Evaluation Criteria to be issued by CHED, particularly on Sources of Evidences, **the HRMO of Main and Component campuses can start accepting supporting documentary evidences for Certification as True Copy of Original Document effective June 21, 2023.**

The original document and one (1) photocopy of each document arranged and compiled in separate folders shall be submitted to HRMO for certification. After certification with stamp, these documents will be returned to the faculty for scanning and uploading in the faculty's google drive that will be shared with the evaluation committee and with hard copy of evidences for submission to IEC together with the duly accomplished Faculty Position Reclassification Form.

Further, it is advised that a faculty will make self-assessment for reclassification based on her/his accomplishments covering the period of July 1, 2019 until July 31, 2023.

For your guidance and compliance.

EDGARDO E. TULIN
President

cc: Institutional Evaluation Committee Chairperson and Members