



February 21, 2022

MEMORANDUM CIRCULAR NO. 02
Series of 2022

T O: ALL College Deans, Department/Unit Heads, Faculty and Staff

R E: Re-orientation seminar on the Recruitment, Selection, and Placement (RSP), Personnel Data Sheet (PDS), and Electronic Daily Attendance Tracking System (eDATS) of the Management Information System (MIS).

The university has finished the Development of the Recruitment, Selection, and Placement (RSP), Personnel Data Sheet (PDS), and Electronic Daily Attendance Tracking System (eDATS) under the HRMIS project launched last November 25, 2019.

Please be informed that there will be a one day refresher training on functionality and system flow of the RSP, PDS and eDATS module. In collaboration with the Office of the Director for Human Resource Management. This will be held on February 22, 2022, via zoom and live through VSU's Official workplace page.

Attach is the program of activities and zoom link for reference.

Meeting ID: 977 3986 9545
Passcode: 990875

Thank you for your continued support and cooperation.

DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Re-orientation seminar on the RSP, PDS and eDATS under the Management Information System (MIS)

February 22, 2022

TIME	TOPIC	RESOURCE PERSON
8:30 AM	Introductory Videos Attendance (google form) Prayer National Anthem Welcome Message	Dr. DANIEL LESLIE S. TAN <i>Vice President for Admin. and Finance</i>
9:00 AM	Recruitment, Selection and Placement (RSP) for Faculty • HRM Process • System Process	Ms. JENNIFER E. ANDO <i>OIC Head, RSPPRO</i> Mr. JACOB R. LUMBRE <i>MIS Computer Programmer</i>
11:00 AM	Personnel Data Sheet (PDS) • HRM Process • System Process	Ms. JENEFER B. JAYME <i>In-charge PDS, ODHRM</i> Mr. ARGIL JAN P. NAYRE <i>MIS Computer Programmer</i>
12:00 NN	LUNCH BREAK	
1:00 PM	Electronic Daily Attendance Tracking System (eDATS) • HRM Process • System Process	Mr. FLORANTER G. DIDAL <i>In-charge eDATS, RSPPRO</i> Mr. JOEBERT C. DELANTAR <i>MIS Computer Programmer</i>
3:00 PM	OPEN FORUM CLOSING MESSAGE VSU HYMN	Ms. HONEY SOFIA V. COLIS <i>OIC Director, ODHRM</i>