



# Visayas State University

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Office of the President

13 September 2013

MEMORANDUM CIRCULAR NO. 50

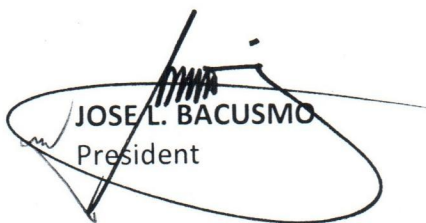
Series of 2013

- T O:** All Vice Presidents, College Deans/Directors/Department/Office Heads
- R E:** Attendance of Vice Presidents, Deans, Center/Unit Directors and Heads of Infirmary, Accounting, Cash, Registrar, Library, Security, Supply & Property to the Workshop in Preparing a Standard Staffing Pattern for a Research University on September *30 - October 1, 2013*

The Department of Budget & Management has been encouraging SUCs to come up with a proposal duly endorsed by PASUC & CHED of a new standard staffing pattern for SUCs as basis of the DBM in acting requests for conversion, creation and upgrading of positions (both faculty & administrative). The existing standard staffing used by DBM in making decisions of requests from SUCs is already not reflective of the real staffing needs of these requesting institutions. Particularly, there is a need for VSU to come up with its own proposed standard staffing pattern for a research university since VSU's involvement in research and extension is incomparable with that of other SUCs, otherwise, we will always be precluded to follow a staffing pattern which is not actually responsive to the needs of the university to be able to deliver its mandated major final outputs.

In view of this, all Vice Presidents, Deans, Directors and concerned Heads of administrative units are required to attend a workshop on *September 30 - October 1, 2013*. To facilitate early completion of the proposed staffing pattern, the four (4) Vice Presidents are requested to come up with a working draft of a standard staffing pattern in their respective sectors. Deans of external campuses are likewise requested to initially convene among their constituents to come up with their draft staffing pattern for a satellite campus of a research university. Sample of a staffing pattern format which is acceptable to DBM, CHED & PASUC can be secured from ODAHRD.

Please be guided accordingly.

  
JOSE L. BACUSMO  
President



WORKSHOP IN PREPARING A STANDARD STAFFING  
PATTERN FOR A RESEARCH UNIVERSITY

1<sup>st</sup> Floor CCE, VSU Campus  
*September 30 - October 1, 2013*

**September 30, 2013**

8:00 – 8:30	Registration	
8:30 – 9:00	Opening Program	
	Invocation	
	Pambansang Awit	
	Opening Remarks	<b>Dr. Roberto C. Guarte</b> <i>Vice President for Admin. &amp; Finance</i>
	Intermission	
	Message	<b>Dr. Jose L. Bacusmo</b> <i>President</i>
9:00 – 10:00	Status of the Existing Standard Staffing Pattern for SUCs and the Need for a Revised & More Responsive Standard Staffing Pattern	<b>Prof. Rosa Ophelia D. Velarde</b> <i>Director for Research</i>
10:00 – 12:00	Workshop	
	Groupings & Group leaders:	<b>Dr. Roberto C. Guarte</b>
	1. Administration & Finance	
	2. Support to Instruction & Auxiliary services	<b>Prof. Manolo B. Loreto, Jr.</b>
	3. Instruction	<b>Dr. Lualhati M. Noriel</b>
	4. Research & Extension	<b>Dr. Othello B. Capuno</b>
	5. Satellite Campuses	<b>Dr. Edwin A. Balbarino</b>
12:00 – 1:00	Lunch break	
1:00 - 5:00	Continuation of Workshop	

*October 1, 2013*

8:00 – 8:30	Registration
8:30 – 12:00	Presentation and Critiquing of Group Outputs
12:00 – 1:00	Lunch Break
1:30 – 3:00	Workshop 2: Preparing the Final Proposed Standard Staffing Pattern for a Research University
3:00 – 4:00	Presentation and Critiquing of Final Output for Submission to CHED & PASUC
4:30 - 5:00	Closing Program