



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601
e-mail: opvisca@mozcom.com; website: www.vsu-visca.edu.ph

Office of the President

30 September 2008

MEMORANDUM CIRCULAR NO. 53

Series of 2008

T O: All Vice Presidents, Deans, Directors, Department Heads, Office and Unit Heads

R E: Submission of OPES Reference Table

The university is now preparing the final draft of the manual for the implementation of the New Performance Management System – Office Performance Evaluation System (PMS – OPES) mandated by the Civil Service Commission thru its Memorandum Circular No. 7, Series of 2007.

You are therefore requested to prepare and submit the OPES Reference Table of your respective unit/office/center for consolidation by the Office of the Vice President for Administration and Finance (OVPAF).

The following schedule will be followed in the finalization and submission of the required document.

October 10	Submission by concerned unit/office/center of the OPES Reference Table to their respective Vice President.
October 17	Submission by each Vice President the consolidated OPES Reference Table to the Office of Vice President for Administration and Finance for consolidation.
October 28	Presentation by OVPAF the draft manual to the key officials of the University for comments and suggestions.

For academic departments and research centers, you may copy the sample OPES Reference Table for your administrative staff at OVPAF.

Please be guided accordingly.


JOSE L. BACUSMO
President *Oct 12/08*