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MEMORANDUM CIRCULAR NO. 65

Series of 2018

T O: All VSU Faculty and staff

R E: Reminders for the PRIME-HRM On Site Assessment on September 24-25, 2018

This is to remind everyone of the on site assessment for maturity level of the University under PRIME-HRM on September 24-25, 2018. The assessment will focus on: (1) validation of how the PRIME-HRM systems and procedures submitted by VSU to the CSC are actually practiced, and (2) the competencies of our human resource management practitioners. The validation will be done through interviews conducted by the CSC assessors.

In view of this, everybody is requested to:

1. Go over the power point presentation (PPP) sent by ODAHRD to your official email address for guidance on the specific systems, practices and competencies that will be asked by the assessors. Those who did not receive their copies may directly secure the same from ODAHRD.
2. Be familiar with the policies and procedures stated in the Merit Systems Manual. A copy of VSU's approved Merit Systems have likewise been sent by email. Administrative unit heads are requested to download and print copies for your staff especially the trades and craft employees (e.g. those from the GSD).
3. Be familiar with VSU's equal opportunity policies in the four HR areas: Recruitment, Selection and Placement; Performance Management; Learning and Development; and Rewards and Recognition. These are emphasized in the power point presentation and can also be found in the Merit Systems Manuals.
4. Please be informed that VSU's policy and practice of self-rating will definitely be asked. Everybody is requested to inform the assessor that performance assessment of individual ratings per our SPMS no longer provide separate instrument for self-rating. Instead, par. b, Stage 3 of the SPMS cycle provides: ***"The immediate supervisor shall therefore assess individual employee based solely on records of accomplishments of MFOs. Hence, no self-rating per se shall be allowed except that individual employee shall submit to the supervisor his/her records of accomplishments and suggested rating for said accomplishment."*** When asked, please tell the assessor that VSU's self-rating involves the individual employees preparing the IPCR indicating their accomplishments and tentative rating of performance, but final rating shall be based on the final assessment by the supervisor.

For the guidance of all concerned.


EDGARDO E. TULIN

 President