



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

27 September 2016

MEMORANDUM CIRCULAR NO. 64

Series of 2016

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

R E: Deficiencies Noted on our Compliance to Anti-Red Tape Law

The university was assessed by the Civil Service Commission for compliance to the Anti-Red Tape Law last September 20, 2016. The following deficiencies were noted from the assessment:

1. We have no Citizen's Charter published as an information material (e.g. booklet or brochure).
2. Some Public Assistance & Complaint Desk (PACD) have no signages that are visible to the clients.
3. IDs worn by employees are not uniform.
4. We need to post additional poster in all/other front services offices (these posters include the CCB, No Smoking, Anti-Fixer Campaign and No Noon Break Policy).

The university is given until September 28, 2016 to comply by correcting the above deficiencies.

In view of this, the following directives are issued for immediate compliance of all concerned:

1. All units are required to prepare a brochure of their respective citizen's charter and to display copies of it in a conspicuous area outside the office for the clients to pick up for their guidance. In addition, those who have not submitted yet, are required to submit as soon as possible an e-copy of your citizen's charter to ODAHRD c/o Ms. Ma. Fe L. Gayanilo for review and final printing in book form as required by CSC.

Vision: *The premier university of science and technology in the Visayas.*

Mission: *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*




VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte
Phone/Fax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

2. Public Assistance and Complaint Desks should bear the necessary signages visible to the clients.
3. All Unit Heads are requested to facilitate the printing of prescribed IDs using the sample given by the CSC Field Director to this Office. An e-copy of approved VSU ID has already been sent to all the units for printing per OP Memorandum Circular No. 55 dated 9 September 2016. Units that have not received the e-copy can request it from the Office of the President. All faculty and staff are directed to wear the prescribed ID.
4. The Office of the Director for Administration & Human Resource Development is requested to provide printed copies of the four (4) posters and distribute to all offices concerned.

For immediate and strict compliance.


fr **EDGARDO E. TULIN**
President *alc 9/27/16*