



# VISAYAS STATE UNIVERSITY

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*Office of the President*

11 September 2007

**MEMORANDUM NO. 163**

Series of 2007

**T O: Ms. Teresita L. Quiñanola**

**R E: Implementation of CSC Audit Recommendations**

The representatives of the Civil Service Commission conducted a post audit of the personnel management program of the university last May 28 – 30, 2007.

As Head of the HRMDO, you are hereby directed to ensure implementation of the following recommendations quoted below:

**A. Leave Administration Audit (LAA)**

- “7. The personnel in-charge of leave is enjoined to record and deduct properly the tardiness/undertimes and personal transactions (pass slip) in the leave ledgers of personnel concerned during the month it was incurred.”
- “8. The HRMDO, officials and employees should strictly observe the procedure and processes of leave applications pursuant to Sections 34, 51, 52, 53, and 54 RULE XVI of Omnibus Rules Implementing Book V of E.O. 292.”

**B. Personnel Record Management Audit (PRMA)**

- “1. The Human Resource Management Officer should properly and systematically file the employees’ 201 files with the following pertinent documents incorporated therein in accordance with CSC M.C. No. 38, s. 1993 and CSC M.C. No. 40, s. 1998 as amended.
  - a. Appointment;
  - b. Updated Personal Data Sheet;
  - c. Position Description Form;
  - d. Duly authenticated copy of the Certificate of Rating/Eligibility/renewed PRC License;

- e. School Transcript of Records;
- f. NBI Clearance (for original appointment);
- g. Clearance from the former office (for transferee);
- h. Medical Certificate (with results) CSC Form 211 (1997);
- i. Oath of Office (Original and Promotional Appointment);
- j. Notice of Salary Adjustment/Increment;
- k. Statement of Assets, Liabilities and Networth (may be filed in separate folder);
- l. Performance Work Targets/Appraisal Reports (may be filed in separate folder);
- m. Updated Service Records;
- n. Minutes of the PSB deliberation & duly accomplished comparative assessment form;
- o. Proof of Publications (may be filed in separate folder);
- p. Justification of erasures, if any;
- q. Certificate of Assumption to Duty;
- r. Copies of Disciplinary Actions (if any);
- s. Copy of Marriage Contract (if applicable), and
- t. Other relevant documents.

C. Annual Monitoring and Evaluation Audit

- “1. The University is enjoined to adopt the New Merit System for Faculty Members of State Universities and Colleges pursuant to CSC MC No. 19, s. 2005.

For immediate compliance.

  
**PACIENCIA P. MILAN**  
President

cc: ODA  
Records  
