



5 September 2017

MEMORANDUM NO. 335
Series of 2017

T O: All College Deans of External Campuses

R E: Conference-Workshop on Reporting Policies Among Designated Human Resource Officer, Registrar, Budget Officer and Bookkeeper/Accountant

To ensure efficiency and uniformity on the implementation of university policies related to human resource management, student registration, budgeting and accounting functions, a conference workshop will be conducted on **September 12, 2017 (8:00 am-5:00 pm)** at the **Quality Assurance Center, VSU, Baybay City, Leyte.**

In this regard, you are enjoined to attend this conference-workshop together with your personnel who are assigned/designated to perform functions on the above mentioned tasks. The objective of this activity is to understand the different processes and policies involved and the necessary requirements.

Likewise, those who are designated and assigned to perform human resource management functions will be updated of the recent requirements with CSC's PRIME-HRM and will be required to prepare plans related to the four HR areas.

Please confirm your participation to ODA-HRD.

For your active participation.


EDGARDO E. TULIN

✚ President