



December 18, 2020

MEMORANDUM NO. 11

Series of 2020

T O: ALL Office/ Department / Unit Clerk

R E: Human Resource Management Information System (HRMIS) Document Tracking System

The university has recently launched the Document Tracking System that is now accessible online. As part of the systems process, we require all Clerks (Regular/ Casual / JO) to use the system starting December 21, 2020 through the website hris.vsu.edu.ph.

For JO assigned clerks, please contact HRMIS to register your account. You can call the HRMIS VOIP # 1096 or send an email to hrmis.admin@vsu.edu.ph.

We need your full cooperation.

REMBERTO A. PATINDOL

Vice President for Admin. & Finance