



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

6 June 2012

MEMORANDUM CIRCULAR NO. 30

Series of 2012

**T O: All Vice Presidents, College Deans, Dept./Office Heads/Directors
All Faculty & Staff**

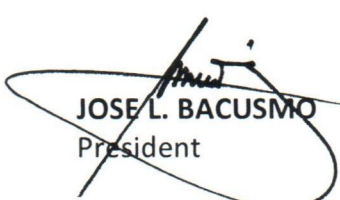
R E: CSC Revalidation Assessment for Accredited Agencies

Please be informed that the Civil Service Commission is implementing a program to institutionalize meritocracy and excellence in Human Resource Management (PRIME-HRM). The program will conduct a revalidation assessment of accredited agencies just like VSU to take final action of its appointments, subject only to post audit by the Commission. The areas subject of the assessment is HR Records Management, HR Management Systems & Programs, Employee Discipline, Employee Relations and Employee Welfare. The result of this revalidation assessment is very critical as it may result to the recall of our authority to approve appointments if we will not pass the same.

Under HR Records Management, there are still those who failed to submit to the Records Office documents required by CSC to be present in the 201 files. May I therefore request faculty and staff who will receive reminders from the Records Office to please submit the requested documents as soon as possible so that when the final survey comes, your 201 files is already complete with the documents required to be available.

Under Employee Discipline, there is a need for all employees to wear the required uniform, ID and attendance to flag raising ceremony. Furthermore, compliance with the government working hours and recording of attendance should also be strictly complied. College Deans, Department/Office Heads and Center Directors are therefore requested to remind all faculty and staff under your supervision to wear the prescribed uniform and IDs and the logging in and out. Said logbook should be placed in a conspicuous place for easy access by staff assigned to monitor the same and for ready inspection by anybody from the Civil Service Commission. Finally, flag raising ceremonies should be held every first Monday of the month at the Administration building for all offices in the upper campus, VLHS for offices at the lower western side, PhilRootcrops for offices from DFST to DBS & Dept. of Plant Breeding and College Education for offices from Dept. of Horticulture to Dept. of Animal Science with the following as coordinators: Dr. Guarte, Dr. Arpilleda, Dr. Capuno & Dr. Alcober as coordinators.

Please be guided accordingly.


JOSE L. BACUSMO
President