



**VISAYAS**  
STATE UNIVERSITY

**Office of the Vice President for  
Administration and Finance**

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**MEMORANDUM NO. 16**

Series of 2017

**T O : All Department Heads, College Deans, Center Directors, Office Heads**

**R E : HRIS Orientation**

VSU has already come up with an HRIS (Human Resource Information System) which basically an interaction of human resources and information technology through HR software. This will allow HR activities and processes to occur electronically which will manage a number of activities related to human resources. This HRIS will lead to increase in efficiency and quality in our HR activities and processes that will make us all productive and effective. With this, there will be an HRIS Orientation on September 26, 2017 at the OVPAF Conference Room.

In view of this, please allow one (1) representative from your office preferably your frontline staff for the orientation and system testing. Representative is hereby requested to bring a copy of the PDS (Personal Data Sheet) of your personnel, a laptop and extension wire for the actual inputting of data in the system.

Furthermore, kindly send to Mr. Toni Marc L. Dargantes the complete name of your representative thru IP Messenger for initial enrollment of their user account.

Attached is the time scheduled assigned to your office.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol'.

**REMBERTO A. PATINDOL**

Vice President for Administration and Finance