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Memorandum Circular No. 184
Series of 2024

TO: All Concerned Personnel

RE: Training on Human Resource Information System (HRIS) Operation for VSU Component Colleges

FROM: DR. PROSE IVY G. YEPES
University President

DATE: August 20, 2024

As part of our initiative to enhance and streamline our Management Information Systems (MIS), the Human Resource Information System (HRIS) is set to be deployed across all component colleges. Currently operational at the Main Campus, the HRIS will soon be integrated into the systems at each component campus to ensure a unified and efficient approach to human resource management.

In preparation for this transition, a comprehensive three-day training session on the operation and usage of the HRIS has been scheduled. The training will take place from **August 28-30, 2024**, at the **CCE Building, 2nd Floor**. This session will cover critical areas such as system flow, data flow, and other key functionalities necessary for daily operations.

The following personnel from each component campus are required to attend:

Villaba Campus:

- Mr. Gerald B. Monsanto - Head, MIST
- Mr. Teodulo B. Pulminar - Head, Records and Archives
- Ms. Daphne Laine D. Ayo - HRMA Designate
- Mr. Eric A. Laurente - Clerk, MIS - COS
- One representative from the Human Resource and Management Office (HRMO)

OFFICE OF THE PRESIDENT

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Isabel Campus:

- Mr. Niño B. Ele - Head, MIST
- Mr. Jhayson Z. Romero - DEMO I/Focal Person
- Ms. Sharymae R. Gonzaga - Administrative Officer I
- Ms. Maria Roseblle S. Arellano - Clerk, OHRM
- Ms. Fe Daphney C. Ramos - Administrative Officer III

Tolosa Campus:

- Mr. Frank Britz V. Cadaviz - Head, MIST
- Mr. Eugenio L. Permejo Jr. - Assistant Head, MIST
- Mr. Edward A. de la Cruz - DEMO I/Focal Person
- Ms. Jonna G. Creer - Admin. Aide III, HRMO
- Ms. Gerlie L. Crebillo - Admin. Aide I, HRMO

Alangalang Campus:

- Mr. Carlo Jude P. Abuda - Head, MIST
- Mr. Edwin E. Relevo - DEMO I/Focal Person
- Ms. Sarah M. Chua - Head, HRMO
- Ms. Amor C. Cooper – Admin Aide VI, HRMO
- Ms. Sheila Tadea - Clerk, HRMO

Your active participation is essential for the successful implementation and ongoing management of the HRIS in your respective campuses. We look forward to your cooperation in making this endeavor a success.

For your information and usual support.

cc: ICTMC Head