



MEMORANDUM No. 11-029-2023

TO :HRMPSB Chairperson VPAF, VPAA, Chief Admin Officer, Campus Directors, Deans where the vacancy/need arise, 1st and 2nd Level Representatives, Faculty Union President, Skills Specialist, NTPA President, and Secretariat.

FROM :Office of the University President III

SUBJECT :**PRE-SCREENING MEETING AND CONDUCT OF INTERVIEW AND RANKING OF APPLICANTS FOR TEACHING POSITIONS**

DATE :November 21, 2023

In the exigency of service, all HRMPSB members is hereby directed to convene on **November 29-30, 2023** to conduct Pre-Screening and Evaluation, Ranking and Interview for Teaching Positions at 8:00 in the morning at the Old Board Room, beside CD Office, Main Campus-Tandag City.

The HRMPSB is requested to rank the applicants for possible filling up of the teaching personnel positions. Thereafter, submit the result to the undersigned after the evaluation of the documents.

Further, the HRMPSB is instructed to recommend the most qualified applicant in order to answer the need of the vacant unit based on the competencies and work performance, and to fill up the necessary skills or specialization.

Transportation, meals and snacks, and other incidental expenses incurred regarding this activity shall be charged to the university funds subject to the usual auditing rules and regulations.

For your guidance and compliance.


NEMESIO G. LOAYON, PhD
University President III

c.c: Campus Directors
PSB Chair & members
Secretariat/HR
All concerned
File