



REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

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Office of the President

18 January 2023

OFFICE MEMORANDUM

No. **30** series of 2023

**TO: Vice Presidents
Deans and Directors
Heads and Chiefs of Offices
Unit/Cluster Administrative Officers
All Concerned Personnel
Bicol University**

THRU: Deans/Directors/ Heads of Offices

SUBJECT: Submission of Documents/ Reports

Attached is the checklist of documents and reports for submission to the Human Resource Management and Development Office (HRMDO) as well as the schedule of submission as guide on the period of compliance of the said documents/ reports. In this regard, all the heads of offices and units are directed to disseminate widely the information for proper and prompt compliance of all concerned personnel.

For the Training Needs Survey Forms (TNSF), the faculty members and non-teaching personnel shall comply by accessing the link provided below:

TNSF Teaching - <https://forms.gle/Wyh6srq9gn1MfmLP8>
TNSF Non- Teaching - <https://forms.gle/ivLPZMkKdQ6Vuitu6>

For information and compliance of all concerned.


ARNULFO M. MASCARIÑAS
SUC Resident IV

CHECKLIST OF DOCUMENTS/REPORTS FOR SUBMISSION TO THE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE (HRMDO)

DOCUMENT/REPORT	AT THE COLLEGE/UNIT LEVEL			AT THE UNIVERSITY LEVEL			To whom submitted
	Who will submit	When to submit	To whom/where to submit	Who will submit	When to submit		
1 Individual Performance Commitment and Review (IPCR) <i>For Faculty on Teachers Leave</i> 2nd Semester 2021-2022 (January to May 2022) 1st Semester 2022-2023 (August to December 2022) <i>For Non-Teaching and Faculty on Accrued Leave</i> January to June 2022 and July to December 2022 January to June 2023	All personnel (teaching and non-teaching)	January 25, 2023	Administrative Office	Administrative Officers	January 31, 2023		HF
2 Schedule of Forced Leave for CY 2023	All personnel (teaching and non-teaching) All non-teaching personnel & faculty on accrued leave status	2nd week of July 2023	Administrative Office	Administrative Officers	Last week of July 2023		HF
3 Sworn Statement of Assets, Liabilities and Networth (SALN) as of December 31, 2022 <i>(All SALN should be submitted first to the Unit Administrative Office for review and consolidation before submitting to the HRMDO)</i>	a) All employees	March 15, 2023	Administrative Office	Administrative Officers	April 15, 2023		HF
	b) Newly Hired Employees	Not later than 15 days after assumption to duty	Administrative Office	Administrative Officers	Not later than 25 days after assumption to duty		HF
	c) Retired/Resigned & Separated Employees	Not later than 15 days after the last day of service	Administrative Office	Administrative Officers	Not later than 25 days after the last day of service		HF
4 Training Needs Survey Form for CY 2023 <i>For Teaching - BU-F-HRMO-74-2</i> <i>For Non-Teaching - BU-F-HRMO-74-1</i>	All employees	January 25, 2023	Administrative Office	Administrative Officers	January 31, 2023		HF
5 Training Effectiveness Evaluation (BU-F-HRMO-75)	All Heads/Chiefs of Offices/Supervisors	At least 1 month after the training or as applicable	Administrative Office	Administrative Officers	At least 5 days from date of receipt from the unit/college		HF
6 Daily Time Record (CSC Form 48)	All employees	Every 5th day of the following month	Administrative Office				
7 Monthly Report of Service of Personnel (CSC Form 7)				Administrative Officers	Last working day of the following month		HF
8 Monthly Monitoring Report on Attendance of Personnel to In-House Trainings and Trainings Conducted by Other Agencies (BU-F-HRMO-79)				Administrative Officers	On or before the 10th day of the following month		HF

DOCUMENT/REPORT	AT THE COLLEGE/UNIT LEVEL			AT THE UNIVERSITY LEVEL			To whic s
	Who will submit	When to submit	To whom/where to submit	Who will submit	When to submit		
9 Monthly Monitoring Report on Trainings Conducted by Unit/College (BU-F-HRMO-78)				Administrative Officers	On or before the 10th day of the following month	H	
10 List of Trainings/Seminars to be Conducted for CY 2023 (BU-F-HRMO-77)				Deans/Directors	January 31, 2023	H	
11 Re-Entry Action Plan (BU-F-HRMDO-106)	All employees who attended training or similar activities	at least 1 week after attendance to training	Deans/Directors for Faculty Member; Administrative Officer for Non-teaching personnel copy furnished the Dean's/Director's Office	Administrative Officers		H	