



Republic of the Philippines  
**TARLAC STATE UNIVERSITY**  
**OFFICE OF THE PRESIDENT**

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Tarlac State University  
Records and Archives Unit No. 764  
By/Date **JUL 26 2023**  
Ind. 9:00

Office Memorandum Circular  
No. 16, s. 2023  
July 19, 2023

**REMINDERS ON THE PROCESS OF SUBMISSION FOR FACULTY  
POSITION RECLASSIFICATION THROUGH THE DBM-CHED  
JOINT CIRCULAR NO. 3, S. 2022**

All faculty members who will apply for position reclassification through DBM-CHED Joint Circular No. 3, s. 2022 are reminded of the following guidelines.

1. The coverage of the evaluation is from July 1, 2019 – July 31, 2023. The newly appointed permanent faculty members are enjoined to submit their documents for evaluation.
2. The guidelines, instruments and forms/ prescribed templates for the evaluation can be downloaded from the TSU Website under JC 3 Faculty Position Reclassification folder.
3. The original documents shall be reproduced in two copies (to be certified by the OHRDM) and compiled separately in (3) three green expandable folders.
4. The three (3) folders must be properly labeled as original copies, duplicate copies, and triplicate copies with the prescribed JC3 Folder Cover.
5. The OHRDM shall certify the duplicate and triplicate copy as true copies of the original documents. Other concerned offices in each KRA may certify documents that they issue/process.
6. Only original / certified documents must be scanned and uploaded on the personal google drive of the faculty, arranged systematically based on the instrument.
7. The accomplished Individual Summary Sheet (ISS) in excel format must be sent to **[hrdmo\\_nbc@tsu.edu.ph](mailto:hrdmo_nbc@tsu.edu.ph)** until **July 31, 2023 only**. The subject of the email must be in the following format:

***Last Name, First Name, MI.\_JC3 Cycle 1***

For the guidance and information of everyone.

  
**DR. ARNOLD E. VELASCO**  
President