



January 03, 2023

AGRONOMY MEMORANDUM NO. 01
Series of 2023

TO : Chairman: Dr. Ruth O. Escasinas
Member: Dr. Nello D. Gorne
Dr. Dionesio M. Bañoc
Dr. Berta C. Ratilla

RE : Designation as Department Academic Personnel Committee (DAPC)

You are hereby designated as chairman and members of the Department Academic Personnel Committee effective 01 January 2023 until 31 December 2023 or unless revoked or terminated by higher authorities.

As DAPC, you have to perform the following duties and responsibilities:

1. Screen applicants for the vacant position.
2. Recommend to higher authorities the qualified applicant (s).
3. Conduct regular meetings and submit minutes of meetings to the Office of the College Dean:
4. Review Committee's performance and prepare updated plans and programs for implementation in the current year:
5. Document and update existing university and national policies and guidelines related to hiring and granting of scholarships for faculty and staff;
6. Evaluate credentials of applicants following existing policies and guidelines;
7. Conduct interview and/or teaching demonstration, as appropriate, and recommend qualified applicants to the higher authorities;
8. Evaluate and recommend faculty and staff to undergo relevant trainings and seminars;
9. Perform other related functions as deemed necessary by the Department Head.

Please be guided accordingly.


RUTH O. ESCASINAS
Head, DA

Noted:

VICTOR B. ASIO
Dean, CAFS