



28 July 2017

MEMORANDUM NO. 309

Series of 2017

T O: Dr. Remberto A. Patindol - Chairperson  
Atty. Rysan C. Guinocor - Member  
Dr. Lourdes B. Cano - Member  
Ms. Louella C. Ampac - Member  
Ms. Marwen A. Castañeda - Member  
Ms. Andreli D. Pardales - Member  
Ms. Asteria A. Sevilla - Secretary


R E: VSU Administrative Scholarship Committee

With Dr. Remberto A. Patindol as Chairperson and Ms. Asteria A. Sevilla as Secretary, you are hereby designated to constitute the VSU Administrative Scholarship Committee effective immediately until December 31, 2017 or unless sooner terminated or revoked by higher authorities.

The functions of the Committee are as follows:

1. To assist the Non-Academic Personnel Board in formulating an effective administrative staff development program based on the requirements and staffing patterns of the various administrative units.
2. To schedule annual administrative development based on available university resources.
3. To review and improve existing policies, rules, standards, general guidelines and practices affecting the administrative scholarship program of the University.
4. To review applications of administrative staff and or recommendations of departments/center heads for all short and long-term formal and non-formal trainings/scholarships, attendance to conferences, and other human resource interventions that require allocation of resources and/or official sanction by the University President and recommend action to the Office of the President.
5. To perform other functions related to administrative scholarship and other administrative development programs that may be assigned by the President.

Please be guided accordingly.

  
EDGARDO E. TULIN  
President

cc: -Dr. Elwin Jay V. Yu	OVPRE	ODAHRD/PRPEO	Directors
OVPI	OVPPRGE	USSC	Records
OVPAF	OUS	Deans	File