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Office of the President

1 June 2015

MEMORANDUM NO. 74

Series of 2015

| | | |
|------|---------------------------|-----------------------------------|
| T O: | Dr. Edgardo E. Tulin | - Chairperson |
| | Dr. Othello B. Capuno | - Vice Chairperson |
| | Dr. Remberto A. Patindol | - Member |
| | Dr. Lijueraj J. Cuadra | - Member |
| | Dr. Lourdes B. Cano | - Member |
| | Dr. Beatriz C. Jadina | - Member (Faculty Representative) |
| | Ms. Teresita L. Quiñanola | - Secretary |

R E: Reconstitution of the VSU Academic Personnel Board (APB)

With Dr. Edgardo E. Tulin as Chairperson, the VSU Academic Personnel Board (APB) is hereby reconstituted effective immediately until December 31, 2015 or unless sooner revoked or terminated by higher authorities.

The functions of Academic Personnel Board are as follows:

- a) Review and approve recommendations submitted by the different Departmental/Center Personnel Committees with regard to staff development, recruitment, selection, performance evaluation, tenure, promotion of academic personnel and other matters affecting faculty status and welfare;
- b) Assist the President in formulating policies, rules and standards or general guidelines on matters affecting academic personnel of VSU;
- c) Act on cases of disagreement between the Department/Center Head and the members of the Personnel Committee, particularly on personnel matters;

- d) Act on complaints against personnel actions by the Department/Unit Head and/or members of the Personnel Committee; and
- e) Act on cases involving academic personnel as may be referred to by the President.

Furthermore, the functions of the Academic Personnel Board shall include the provision of Section 11 of the Omnibus Civil Service Rules and Regulations which prescribes agency actions under the functions of a Suggestions and Incentives Awards Committee (SIAC). The functions of the SIAC, as extracted from the Civil Service rules and regulations are as follows:

1. Prescribe, subject to the Head of the Agency, the procedure in evaluating employee suggestions or accomplishments;
2. Receive, review and process suggestions and nominations;
3. Recommend the appropriate monetary award to be granted to the employee for his ideas and suggestions; and
4. Recommend to the Head of Agency the employees who shall be nominated for the honor awards or incentive awards which includes performance incentive awards, productivity incentive award, and loyalty award.

This Order supercedes all orders/memoranda issued earlier on the same subject.

Please be guided accordingly.



JOSE L. BACUSMO
President

cc: OVPI
OVPAF
OVPRE
OVPPRGEA
OUS
ODAHRD/PRPEO
Deans
Directors
Records
File