



30 January 2023

MEMORANDUM NO. 168
Series of 2023

T O: Dr. Analyn M. Mazo

R E: Designation as Head, Department of Biological Sciences

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Department of Biological Sciences effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Lead in the preparation of documentary requirements for any relevant accreditation that the department is subjected to or the program under the departmental academic offerings;
2. Assist the College Dean and the Office of the Director of the QAC in the monitoring and evaluation of the implementation of standards required by the accrediting bodies;
3. Plan, organize and periodically review and evaluate departmental activities and programs;
4. Determine the placement of personnel in the department to fully utilize human resources (i.e., talents and capabilities);
5. Assist the Dean in the recruitment, promotion, transfer and separation of faculty;
6. Recommend specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement;
7. Conduct investigation, when proper and recommend to the Dean immediate disciplinary action on any erring personnel or students in the department in conformity with any existing policies and rule and regulations of the university;
8. Make periodic assessment of the performance of staff members and submit appropriate reports to the Dean;
9. Undertake department budget analysis and submit recommendations for the department's annual budget;
10. Administer the budgetary appropriations of the department to effectively carry out its functions and responsibilities;
11. Prepare and submit annual reports to the Dean; and
12. Perform other functions as the Dean may assign.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/RSPPRO
ODF/Budget
OHIA
Accounting
Cash
COA
Registrar
Deans
Records
File