



MEMORANDUM NO. 416

Series of 2024

TO: **Dr. Andrew M. Mazo**

RE: **Designation as Director, Institute of Human Kinetics**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 21, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Institute of Human Kinetics**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Plan, organize and periodically review and evaluate departmental activities and programs;
2. Lead in the preparation of documentary requirements for any relevant accreditation that the institute is subjected to or the program under the departmental academic offerings;
3. 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;
4. Determine the placement of personnel in the institute 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 institute in conformity with any existing policies and rules 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 institute's annual budget;
10. Administer the budgetary appropriations of the institute to effectively carry out its functions and responsibilities;
11. Prepare and submit annual reports to the Dean; and
12. Perform other functions that the Dean may assign.

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

This designation will take effect on **May 22, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000