



8 March 2022

MEMORANDUM NO. 409
Series of 2022

T O: Ms. Sarah M. Chua
**R E: Designation as Head, Office of the Human Resource Management,
VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of the Human Resource Management, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide leadership and management of units and personnel involved in the performance of human resource management functions, and of the processes and procedures;
2. Responsible in customizing the general HR laws, rules and regulations to adopt to the work culture and academic environment of the Campus;
3. Strengthen the adoption of the merit, fitness, performance development and rewards systems to promote morale, efficiency and effectiveness and courtesy among employees;
4. Responsible in the continual introduction of innovative HR policies and practices to ensure higher level of accreditation under the PRIME-HRM and other recognitions from other bodies;
5. Formulate policies, rules, standards and general guidelines on matters pertaining to all Campus personnel
6. Conduct studies on personnel related matters as management guide in its future actions and decisions affecting its personnel and likewise, as basis in initiating human resource development interventions for staff for improved efficiency and effectiveness;
7. As *Ex-officio* member of the Personnel related boards and committees (such as NAPB, APB, PMT, PRAISE, Scholarship committee, etc.)

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc: VSU-Alangalang
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OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
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