



8 March 2022

MEMORANDUM NO. 408

Series of 2022

T O: Ms. Sarah M. Chua

R E: Designation as Head, Office of the Director for Admin and Finance, 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 Director for Admin and Finance, 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 in providing efficient and effective administrative support relating to legal assistance, information, records, delivery, and receipt of correspondence, supplies, equipment, inventory management, procurement, collections, disbursement, security and custodial work, the performance of human resource management functions, and the processes and procedures and financial management.
2. Study and review existing administration systems, processes and procedures and introduce innovation for improvement.
3. Responsible for customizing the general HR laws, rules and regulations to adapt to the work culture and academic environment of the Campus.
4. Strengthens the adoption of merit and fitness, performance development, and rewards systems to promote morale, efficiency and effectiveness, and courtesy among employees.
5. Responsible for the continual introduction of innovative HR policies and practices to ensure a higher level of accreditation under the PRIME-HRM and other recognition from other bodies;
6. Formulates policies, rules, standards, and general guidelines on matters about all VSU Alangalang personnel.
7. Conducts studies on personnel-related matters as a management guide in its future actions and decisions affecting its personnel and likewise, as a basis for initiating human resource development interventions for staff for improved efficiency and effectiveness;
8. Acts as an Ex-officio Member of Personnel related boards and committees (such as NAPB, APB, PMT, PRAISE, Scholarship, etc.) of the VSU Alangalang Campus.
9. Provides a regular report on the matching of implemented physical plans and the financial status to OVPAF and the University President.

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
OVPA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/OHRSPPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
File