



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

25 October 2002

MEMORANDUM NO. 267
Series of 2002

T O : All Concerned

R E : LSU-Isabel Campus Academic Personnel Board (APB) and Non-Academic Personnel Board (NAPB)

By virtue of the authority vested in me by the Board of Regents and upon the recommendation of the LSU-Isabel Campus Dean, Prof. Daniel M. Tudtud, Jr., you are hereby designated to compose the Academic Personnel Board and the Non-Academic Personnel Board of the LSU-Isabel Campus effective immediately until October 31, 2003. This designation remains valid unless terminated or revoked by the undersigned.

1. ACADEMIC PERSONNEL BOARD (APB)

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|-------------------------|-----------------|
| Mr. Sergio G. Temporada | - Chairman |
| Ms. Cecilia S. Rojas | - Vice-Chairman |
| Mr. Camilo A. Tabinas | - Member |
| Ms. Fe D. Cagang | - Member |

2. NON-ACADEMIC PERSONNEL BOARD (NAPB)

| | |
|--------------------------|-----------------|
| Ms. Myrna A. Rojas | - Chairman |
| Dr. Alberto L. Carillas | - Vice-Chairman |
| Mr. Pacifico B. Cosiñero | - Member |
| Ms. Gloria C. German | - Member |

The duties and responsibilities of these Committees shall be as follows:

1. Academic Personnel Board (APB)

- Assist the Dean in formulating policies, rules, standards or general guidelines on matters affecting academic personnel of LSU-Isabel Campus;
- Review recommendations submitted by the different Departmental Personnel Committees with regard to recruitment, selection, performance evaluation, tenure, staff development, promotion of academic personnel and other matters affecting faculty status and welfare;

- c. Recommend priorities in the allocation of available funds for salary increases of academic personnel;
- d. Act on cases of disagreement between the Department Head and the members of the Personnel Committee, particularly on personnel matters;
- e. Act on complaints against personnel actions by the Department/Unit Head and/or members of the Personnel Committee; and
- f. Act on cases involving academic personnel as may be referred to by the Dean.

2. Non-Academic Personnel Board (NAPB)

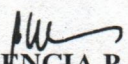
- a. Assist the Dean in formulating policies, rules, standards or general guidelines on matters affecting administrative personnel of LSU;
- b. Review recommendations submitted by the different Departmental Personnel Committees/Pre-Screening Committees with regard to recruitment, selection, performance evaluation, tenure, staff development, promotion of administrative personnel;
- c. Recommend priorities in the allocation of available funds for salary increases of administrative personnel;
- d. Act on complaints against actions made by the Department Head and the members of the Personnel Committee, particularly on personnel matters; and
- e. Act on cases involving administrative personnel as may be referred to by the Dean.

Furthermore, the functions of the Academic and Non-Academic Personnel Board 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 the 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 supersedes all other orders/memoranda issued earlier on the same subject.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dean, LSU-Isabel Campus
Records, LSU-Isabel Campus
File