



23 February 2023

MEMORANDUM NO. 515
Series of 2023

T O: **Dr. Daniel Leslie S. Tan** - **VP for Admin. & Finance**
Dr. Aleli A. Villocino - **VP for Student Affairs & Services**
Ms. Honey Sofia V. Colis - **Director, HRM**
Dr. Elwin Jay V. Yu - **President, LSUAdPA**
Ms. Louella C. Ampac - **Representing, LSUAdPA**
Dr. Allen Glennie P. Lambert - **Executive Secretary**
Head of the Unit where the vacancy exist
Ms. Miriam M. de la Torre - **Secretary**

R E: Reconstitution of the VSU Non-Academic Personnel Board (NAPB)

With Dr. Daniel Leslie S. Tan as Chairperson, the VSU Non- Academic Personnel Board (NAPB) is hereby reconstituted effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities to perform the functions as the Human Resource Management Personnel Selection Board in accordance with Section 84 of MC No. 24, series of 2018 (ORAORHA).

The Non-Academic Personnel Board shall be responsible for the judicious and objective selection of candidates for appointment vacancies in the University in accordance with the University Merit System specifically its functions shall be as follows:

- a) Review recommendations submitted by the different Departmental/Center Personnel Committees/Pre-Screening Committees with regard to staff development, recruitment, selection, performance evaluation, tenure, promotion of administrative personnel;
- b) Assist the President in formulating policies, rules, standards or general guidelines on matter affecting administrative personnel of VSU;
- c) Act on complaints against actions made by the Department/Center Head and the members of the Personnel Committee, particularly on personnel matters; and
- d) Act on cases involving administrative personnel as may be referred to by the President.

Furthermore, the functions of the Non-Academic Personnel Board shall 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 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 orders/memoranda issued earlier on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPAF
OVPA
OVPREI
OVPPRGAS
OVPSAS
OUS
ODHRM/RSPPRO
Deans
Directors
Records
File