



24 February 2022

**MEMORANDUM NO. 236**  
Series of 2022

**T O: Dr. Eliza D. Espinosa**  
**R E: Designation as Director, ITEEM**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director of the Institute of Tropical Ecology and Environmental Management (ITEEM) effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director, you are tasked to:

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.

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

Please be guided accordingly.

  
EDGARDO E. TULIN  
President

cc: OVPAA  
OVPAF  
OVPPRGAS  
OVPREI  
OVPSAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODHRM/RSPPRO  
ITEEM  
OHIA  
Accounting  
COA  
Cash  
Registrar  
Records  
File