



17 October 2022

**MEMORANDUM NO. 722**  
Series of 2022

**T O: Ms. Jenefer B. Jayme**

**R E: Membership to the VSU Academic Personnel Board (APB) - Secretary**

You are hereby designated as Recording Secretary to the VSU Academic Personnel Board (APB), in lieu of Ms. Jennifer E. Ando, effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities to perform the functions as Human Resource Management Personnel Selection board in accordance with Section 84 of MC No. 24, series of 2018 (ORAORHA).

The Academic Personnel Board shall be responsible for the judicious and objective selection of candidates for appointment of faculty members of the University specifically its functions are as follows:

- a) Submit the top five (5) ranking candidates deemed most qualified for appointment and promotion to the vacant position;
- b) Review and approve recommendations submitted by the different Departmental/Center Personnel Committees with regard to staff development, recruitment, selection, performance evaluation, tenure of academic personnel and other matters affecting faculty status and welfare;
- b) Assist the President in formulating policies, rules and standards or general guidelines on matters affecting academic personnel of VSU;
- c) Act on cases of disagreement between the Department/Center Head and the members of the Personnel Committee, particularly on personnel matters;
- d) Act on complaints against personnel actions by the Department/Unit Head and/or members of the Personnel Committee; and
- e) Act on cases involving academic personnel as may be referred to by the President.

Furthermore, the functions of the 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.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

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