



22 February 2021

MEMORANDUM NO. 119
Series of 2021

T O: Ms. Jennifer E. Ando - *JE* 3/2/21
R E: Designation as In-Charge, Learning and Development and HR Accreditation

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge of Learning and Development and HR Accreditation effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As In-Charge, you are responsible in the effective implementation of the Learning and Development Programs and the policies covering both the faculty and administrative staff; specifically, the functions are:

1. Provide secretarial services to the two scholarship committees for faculty and staff;
2. Process requests for attendance to trainings, conferences and scholarships to pursue advance studies or degree;
3. Lead in the coordination with the different Offices of the Vice Presidents in the conduct of the faculty development and staff manpower reviews;
4. Summarize results of the manpower reviews through the publication of the Faculty and Staff Development Plans of the University;
5. Coordinate with VP Offices in the establishment of a systematized annual in-house training plan;
6. Prepare training designs for unplanned but urgently needed in-house trainings;
7. Facilitate other in-house training as requested by different units, VPs or the University President;
8. Update the HR accreditation office in briefing personnel from other SUCs and agencies who come to benchmark VSU's innovative HR policies, programs and best practices.
9. Package portfolio of VSU employees who are nominated for Honors and Awards by the Civil Service Commission

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

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