




MEMORANDUM NO. 358

Series of 2024

TO: **Chairman:** Dr. Rotacio S. Gravoso
 Vice-Chair: Dr. Santiago T. Peña Jr.
 Members: Dr. James A. Patindol
 Dr. Marilyn M. Belarmino
 Ms. Honey Sofia V. Colis
 Mr. Nick Freddy R. Bello
 Prof. Ernesto F. Bulayog (VSUFA Representative)
 Ms. Shaina Lacaba (Student Council Representative)
 Secretary: Ms. Ma. Fe L. Gayanilo

RE: **Reconstitution of the VSU Scholarship/Fellowship Committee for Academic Staff (VSFC-AS)**

FROM: 
 DR. PROSE IVY. G YEPES
 University President

DATE: **May 13, 2024**

With Dr. Rotacio S. Gravoso as Chairperson and the rest as Members, the VSU Scholarship/Fellowship Awards Committee – Academic Staff is hereby reconstituted effective immediately until December 31, 2024 or unless sooner terminated or revoked by higher authorities.

The functions of the Committee are as follows:

1. To assist the Academic Personnel Board in formulating an effective staff development program based on the requirements and staffing patterns of the various academic units.
2. To schedule annual faculty development based on available university resources.
3. To review and improve existing policies, rules, standards, general guidelines and practices affecting the scholarship/fellowship program of the University.
4. To review applications of staff and or recommendations of departments/center heads for all short and long-term formal and non-formal trainings/scholarships, attendance to conferences, sabbatical assignments and other similar human resource interventions that require allocation of resources and/or official sanction by the University President and recommend action to the Office of the President.
5. To perform other functions related to scholarship/fellowship and other faculty development programs that may be assigned by the President.

Please be guided accordingly.