



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

03 January 2000

MEMORANDUM CIRCULAR NO. 4
Series of 2000

T O: All Concerned

R E: Reconstitution of the ViSCA Personnel Board and the Non-Academic Personnel Board

In view of the need to have administrative bodies that will advise the President in handling personnel matters, the following boards are hereby reconstituted effective immediately until 31 December 2000:

1. **ACADEMIC PERSONNEL BOARD**

| | |
|--------------------------|------------------------|
| Dr. Vicente A. Quiton | - Chairman |
| Dr. Rodolfo G. Escalada | - Vice-Chairman |
| Dr. Jose M. Bacusmo | - Member |
| Dr. Guindolino R. Gerona | - Member |
| Dr. Lina T. Villacarlos | - Member |
| Dr. Belita A. Vega | - Member |
| Dr. Myrna M. Avila | - Ex-Officio Secretary |

2. **NON-ACADEMIC PERSONNEL BOARD**

| | |
|-------------------------|-----------------|
| Dr. Nerelito P. Pascual | - Chairman |
| Prof. Efren Saz | - Vice-Chairman |
| Engr. Nestor Israel | - Member |
| Ms. Rebecca M. Napiere | - Member |
| Ms. Roberta C. Lemos | - Member |
| Ms. Lourdes B. Cano | - Member |
| Ms. Teresita Quiñanola | - Secretary |

The duties and responsibilities of these Personnel Boards are as follows:

1. Academic Personnel Board

- a. Assist the President in formulating policies, rules, standards or general guidelines on matters affecting academic personnel of ViSCA;

- b. Review recommendations submitted by the different Departmental/Center Personnel Committees with regard to recruitment, selection, performance evaluation, tenure, staff development, promotion of academic personnel and other matters affecting faculty status and welfare;
- c. Recommend priorities in the allocation of available funds for salary increases of academic personnel;
- d. Act on cases of disagreement between the Department/Center Head and the members of the Personnel Committee, particularly on personnel matters;
- e. Act on complaints against personnel actions by the Department/Unit Head and/or members of the Personnel Committee; and
- f. Act on cases involving academic personnel as may be referred to by the President.

2. Non-Academic Personnel Board

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

Furthermore, the functions of the Academic and Non-Academic Personnel Boards 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 the 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 supercedes all orders/memoranda issued earlier on the same subject.

For your information and guidance.


PACIENCIA P. MILAN
President

cc: OVPAA
OVPA
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