



VISAYAS
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15 January 2020

MEMORANDUM NO. 12
Series of 2020


T O: Dr. Beatriz S. Belonias
Dr. Othello B. Capuno
Dr. Remberto A. Patindol
Dr. Dilberto O. Ferraren

R E: Conduct of Consultation Meetings

You are hereby requested to conduct consultation meetings with concerned faculty and staff in order to come up with recommendations for headship in various designated positions in the offices/departments/units under you.

Please see attached eligibility requirements, selection criteria and schedule of consultations for your perusal.

For your guidance.


SM **EDGARDO E. TULIN**
President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

SCHEDULE OF CONSULTATION DIALOGUE

DEPARTMENT	DAY/DATE/TIME	
College of Agriculture and Food Science	Monday, Jan. 20	
DA	am	8:30
DSS		9:00
DPM		9:30
DOH		10:00
DPBG		10:30
DAEE		11:00
DFST		11:30
DAS	pm	2:00
DDC		2:30
College of Education	Monday, Jan. 20	
DTE	pm	3:00
IHK		3:30
VSUIHS		4:00
College of Arts and Sciences	Tuesday, Jan. 21	
DBS	am	8:30
DBTec		9:00
DLABS		9:30
DOPAC		10:00
DMP		10:30
DStat		11:00
College of Engineering	Tuesday, Jan. 21	
DABE	pm	2:00
DCE		2:30
DGE		3:00
DME		3:30
DMet		4:00
DCST		4:30
College of Management and Economics	Wednesday, Jan. 22	
DBM	am	8:00
DOE		8:30
ISRDS		9:00
DCHM		9:30
College of Veterinary Medicine		10:00
College of Nursing		10:30
College of Forestry and Environmental Science	Wednesday, Jan. 22	
DFS	pm	2:00
ITEEM		2:30

Eligibility Requirements and Suggested Criteria

Name: _____ Considered for the position of: _____

Eligibility requirements:

- must possess relevant education and training (MSc or PhD) on the unit/office being nominated for
- must be PRC-registered with updated PRC ID (CMO)

Criteria:

Rating:

1. Demonstrated output/accomplishments (20%) <ul style="list-style-type: none">- measurable outputs in terms of instruction, research and extension programs of the university that have resulted in significant outcome/growth of the unit/organization.	
2. Relevant administrative and work experience (20%) <ul style="list-style-type: none">- knowledge and experience in running a unit with strong organizational skills including the processes involved in management, planning and staffing assignment	
3. Linkage/collaborations (15%) <ul style="list-style-type: none">- ability to establish strong partnerships both locally and abroad essential for strengthening community engagements, funding support and promotion of locally generated products and technologies.	
4. Desirable leadership quality (15%) <ul style="list-style-type: none">- commitment and passion to lead the unit/organization to a defined vision. Confident and able to inspire others, with strong decision-making skills.	
5. Desirable personality traits (15%) <ul style="list-style-type: none">- sincerity and compassion when relating to others, courage during tough situations and responsibility to do the right thing.	
6. Honesty and moral integrity (15%) <ul style="list-style-type: none">- able to build respect and harmony within the organization through a shared trust, accountability, transparency and pursuit of higher standards in the exercise of power and authority.	

Rated by: _____

Name and Signature