



6 January 2020

MEMORANDUM NO. 17
Series of 2020

T O: Ms. Honey Sofia V. Colis
R E: Designation as OIC, PRPEO

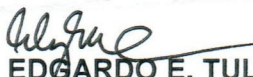
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated OIC of the Personnel Records and Performance Evaluation Office (PRPEO) effective immediately until a new Head shall have been designated.

Among others, your office is tasked to do the following:

1. Ensures that the University complies with the existing BOR and CSR approved merit system during the recruitment, selection and placement of personnel.
2. Responsible in the effective implementation of approved performance management, rewards and recognition systems to promote effectiveness in work and sustain morale of the employees.
3. Responsible in the administration and updating of the leave records and benefits of employees.

As OIC Head, 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

cc: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
IASO
Accounting
COA
Cash
Registrar
Records
File

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.