



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 778
Series of 2024

TO: Engr. Hanzel M. Mejia
Head, International Affairs Office

RE: Membership to the VSU Scholarship/Fellowship Committee for Academic Staff (VSFC-AS)

FROM: DR. PROSE IVY. G YEPES
University President

DATE: September 11, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Vice President for Academic Affairs, you are hereby designated as member of the **VSU Scholarship/Fellowship Committee for Academic Staff** effective immediately until December 31, 2024 or unless sooner revoked or terminated 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.

For your information and usual support.

OFFICE OF THE PRESIDENT

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