



12 November 2020

MEMORANDUM NO. 458

Series of 2020

T O: Ms. Ma. Roberta S. Miraflor

R E: Designation as Secretary of the VSU Suggestion & Incentive Awards Committee (SIAC)

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Committee Chairperson you are hereby designated as Recording Secretary of the VSU Suggestion & Incentive Awards Committee (SIAC) vice Ms. Miriam M. De la Torre effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

The functions of SIAC as provided for in Section 11, Rule X 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 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.

Kindly coordinate with Dr. Othello B. Capuno the Committee Chairperson regarding this assignment.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: Dr. O. B. Capuno, Chairperson
Members, VSU SIAC
Ms. M. M. De la Torre
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