



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum No. 989

Series of 2024

TO: **Ms. Honey Sofia V. Colis**

RE: **Designation as Director, Human Resource Management and Development**

FROM: **DR. PROSE IVY G. YEPES**
University President

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Human Resource Management and Development** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Oversee the planning, development, and implementation of human resource programs, policies, and systems aligned with the university's goals.
2. Manage the recruitment, selection, and onboarding processes to ensure the hiring of qualified personnel for the university.
3. Supervise the administration of employee benefits, compensation, and welfare programs.
4. Facilitate professional development, training, and capacity-building programs for faculty and staff to enhance their skills and performance.
5. Monitor and evaluate employee performance, implementing appraisal systems and performance improvement initiatives as necessary.
6. Develop and maintain a database for personnel records, ensuring accurate and confidential management of employee information.
7. Ensure compliance with labor laws, civil service regulations, and other statutory requirements related to human resources.
8. Address employee concerns and grievances, fostering a positive and productive work environment.
9. Promote and implement strategies for employee engagement, well-being, and retention.
10. Perform other related tasks as assigned by the University President

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2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 2
FM-OOP-01
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As Director, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

For your information, proper guidance, and usual support.

cc: Unit Heads
 Office Directors
 College Deans
 Chancellors
 Vice President