



10 March 2021

MEMORANDUM CIRCULAR NO. 28
Series of 2021

T O: All Concerned

R E: Call for Nomination for the VSU Anniversary Awards

The Visayas State University traditionally gives awards to academic and non-academic personnel with exemplary services and noteworthy accomplishments. This calls for nominations to the 2021 Search for the Outstanding Personnel who make a significant contribution to the university and to their community to be awarded during the 97th Anniversary as per MC 13 Series of 2021.

Nominees are evaluated based on their exemplary performance in the areas they are nominated. Nomination letters should indicate and differentiate between directly related contributions and contributions above and beyond the nominee's regular responsibilities. Make sure that the nomination criteria are addressed.

To nominate the employee, complete the attached nomination form, provide a letter of support based on the award category's criteria, CV of the nominee, and supporting documents. Employees who will retire before April 20, 2021, are also eligible. Academic and Administrative Units, and Research Centers or a VSU personnel can nominate deserving individuals. The award may only be received once by an employee. However, employees can be nominated again if they did not receive the award. Please refer to the attached guidelines in the selection.

The complete nomination package must be received all at once. Incomplete nomination packages will not be considered. If more than one nomination package is submitted for the same employee, only the first nomination received will be reviewed. All documents in bound hard copy together with the nomination letter should be furnished. The deadline for nominations is 4:30 p.m. on March 24, 2021.

Application should be sent to:

Dr. Erlinda A. Vasquez
Chairman, 97th Anniversary Awards Committee
PhilRootcrops
Tel. 053-5637229
Mobile: 09177034791

For your guidance.


EDGARDO E. TULIN
President

**Academic and Administrative Personnel Award 2021
Nomination Form**

Nominee

Name _____

Award Category _____

Department _____

Phone # _____ E-Mail _____

Nominated by

Name _____

Department _____

Phone # _____ E-Mail _____

Completed nomination package along with the filled-up Nomination Form and Letter of Support should be sent to: Dr. Erlinda A. Vasquez, Chairman of the 93rd University Anniversary Awards Committee, PhilRootcrops or Dr. Anabella B. Tulin, Co-Chair and Connel D. Antipaso, Secretary.

The deadline for nominations is 4:30 p.m. on March 24, 2021.