



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: [opvisca@mozcom.com](mailto:opvisca@mozcom.com); website: [www.lsu-visca.edu.ph](http://www.lsu-visca.edu.ph)

## *Office of the President*

18 May 2007

### **MEMORANDUM NO. 118**

Series of 2007

**T O: All Concerned**

**R E: Designation as Chairperson and Members of the Academic Personnel Board (APB) and Non-Academic Personnel Board (NAPB),  
LSU Isabel Campus**

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Isabel Campus OIC-Dean, Dr. Edwin A. Balbarino, you are hereby designated to constitute the Academic Personnel Board and the Non-academic Personnel Board of LSU-Isabel Campus, effective June 1, 2007 until May 30, 2008 or unless sooner revoked or terminated by higher authorities.

#### **A. ACADEMIC PERSONNEL BOARD (APB)**

Prof. Esperanza E. Sumalinog	-	Chairperson
Prof. Amelia L. Deso-asido	-	Member
Prof. Wilfredo G. Cagang	-	Member
Mrs. Ma. Cecilia L. Tarroza	-	Member
Department Head Concerned	-	Member

#### **B. NON-ACADEMIC PERSONNEL BOARD (NAPB)**

Miss Myrna A. Rojas	-	Chairperson
Prof. Pacifico B. Cosiñero	-	Member
Miss Gloria C. German	-	Member
Mrs. Gina A. Ellorimo	-	Member

The duties and responsibilities of the Committees are as follows:

#### **1. Academic Personnel Board (APB)**

- a. Assist the Dean in formulating policies, rules, standards or general guidelines on matters affecting academic personnel of LSU-Isabel Campus;
- b. Review recommendations submitted by the different Departmental Personnel Committees with regard to recruitment, selection, performance evaluation, tenure, staff development, promotion of academic personnel and other matters affecting faculty status and welfare;

- c. Recommend priorities in the allocation of available funds for salary increases of academic personnel;
- d. Act on cases disagreement between the Department Head and the members of the Personnel Committee, particularly on personnel matters;
- e. Act on complaints against personnel actions by the Department/Unit Head and/or members of the Personnel Committee; and
- f. Act on cases involving academic personnel as may be referred to by the Dean.

## **2. Non-Academic Personnel Board (NAPB)**

- a. Assist the Dean in formulating policies, rules, standards or general guidelines on matters affecting administrative personnel of LSU;
- b. Review recommendations submitted by the different Department Personnel Committees/Pre-Screening Committees with regard to recruitment, selection, performance evaluation, tenure, staff development, promotion of administrative personnel;
- c. Recommend priorities in the allocation of available funds for salary increases of administrative personnel;
- d. Act on complaints against actions made by the Department Head and the members of the personnel Committee, particularly on personnel matters; and
- e. Act on cases involving administrative personnel as may be referred to by the Dean.

Furthermore, the functions of the Academic and Non-Academic Personnel Board include the provision of Section 11 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 appropriated monetary award to be granted to the employee for his ideas and suggestions; and
- 4. Recommend to the Head of the Agency the employees who shall be nominated for the honor awards or incentive awards which includes performance incentive award, productivity incentive award, and loyalty award.

This memorandum supersedes earlier issuances on the same subject

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Dean, LSU-Isabel Campus  
Records, LSU-Isabel Campus  
Records, LSU Main  
OVPAA  
OVPAF  
OUS  
ODCI  
HRMDO  
File