



8 March 2022

MEMORANDUM NO. 432

Series of 2022

T O: Mr. Lelius Catalino V. Apostol

R E: Designation as Director for Administration & Finance and Budget Officer, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Administration & Finance and Budget Officer, VSU Tolosa Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provides leadership and management of units and personnel in providing efficient and effective administrative support relating of legal assistance, information, records, delivery and receipt or correspondence, supplies, equipment, inventory management procurement, collections, disbursement, security and custodial work, performance of human resource management functions, and the processes and procedure and financial management.
2. Studies and reviews existing administration systems, processes and procedures and introduce innovation for improvement.
3. Responsible in customizing the general HR laws, rules and regulations to adopt to the work culture and academic environment of the Campus.
4. Strengthens the adoption of the merit, fitness, performance development and reward systems to promote morale, efficiency and effectiveness and courtesy among employees.
5. Responsible in the continual introduction of innovative HR policies and practices to ensure the higher level of accreditation under the PRIME-HRM and other recognition from other bodies.
6. Formulates policies, rules, standards and general guidelines on matters pertaining to all VSU Tolosa personnel.
7. Conducts studies on personnel related matters as management guide in its future actions and decisions affecting its personnel and likewise, as basis in initiating human resource development interventions for staff for improved efficiency and effectiveness.
8. Act as Ex-officio member of the Personnel related boards and committees (such as NAPB, APB, PMT, PRAISE, Scholarship Committee, etc.).
9. Provides regular report on the matching of implemented physical plans and the financial status to OVPAF and the President.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


✓ **EDGARDO E. TULIN**
President

cc: VSU-Tolosa
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