



11 December 2023

**MEMORANDUM NO.** 965  
Series of 2023

<b>T O:</b>	<b>Dr. Edgardo E. Tulin</b> <b>Atty. Rysan C. Guinocor</b> <b>Ms. Honey Sofia V. Colis</b> <b>Dr. Allen Glennie P. Lambert</b> <b>Ms. Alicia M. Flores</b> <b>Ms. Miriam M. Dela Torre</b> <b>Mr. Vicente A. Gilos</b> <b>Mr. Jesus Freddy Baldos</b> <b>Ms. Ma. Fe Gayanilo</b>	- Chairperson - Member - Member - Member - Member - Member - Member - Member - Recording Secretary
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**R E: Reconstitution of the VSU Administrative Scholarship Committee**


By virtue of the authority vested in me by the VSU Board of Regents and in view of the change of assignments/designations and retirement of some members, the VSU Administrative Scholarship Committee is hereby reconstituted with Dr. Edgardo E. Tulin as Chairperson and Ms. Ma. Fe Gayanilo as Recording Secretary effective immediately until a new President shall be appointed.

The functions of the committee are as follows:

1. To assist the Non-Academic Personnel Board in formulating an effective administrative staff development program based on the requirements and staffing patterns of the various administrative units.
2. To schedule an annual administrative development based on available university resources.
3. To review and improve existing policies, rules, standards, general guidelines and practices affecting the administrative scholarship program of the University.
4. To review applications of administrative staff and or recommendations of department/center heads for all short and long-term formal and non-formal trainings/scholarships, attendance to conferences, and other human resource interventions that require allocation of resources and/or official sanction by the University President and recommend action to the Office of the President.
5. To perform other functions related to administrative scholarship and other administrative development programs that may be assigned by the President.

This Order supersedes all orders/memoranda issued earlier on the same subject.

Please be guided accordingly.

  
**DANIEL LESLIE S. TAN**  
OIC-President