




**MEMORANDUM NO.** 357  
Series of 2024

**TO:**       **Chairman:**   Dr. Elwin Jay V. Yu  
             **Members:**  
                          Ms. Honey Sofia C. Colis  
                          Atty. Rysan C. Guinocor  
                          Ms. Alicia M. Flores  
                          Mr. Vicente A. Gilos  
                          Ms. Chona A. Brit  
  
             **Secretary:**  
                          Ms. Ma. Fe Gayanilo

**RE:**       **Reconstitution of the VSU Administrative Scholarship Committee**

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

**DATE:**    **May 13, 2024**

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With Dr. Elwin Jay V. Yu, as Chairman and the rest as members, the VSU Administrative Scholarship Committee is hereby reconstituted effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

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.

Please be guided accordingly.