



22 June 2020

**MEMORANDUM NO. 216**  
Series of 2020

**T O: Dr. Lourdes B. Cano**

**R E: Designation as Director for Human Resource Management**


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Human Resource Management effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide leadership and management of units and personnel involved in the performance of human resource management functions, and of the processes and procedures;
2. Initiate developmental changes in the general HR laws, rules and regulations to adopt to the work culture and academic environment of the University;
3. Strengthen the adoption of the merit, fitness, performance development and rewards systems to promote morale, efficiency and effectiveness and courtesy among employees;
4. Initiate innovation in HR policies and practices to ensure higher level of accreditation under the PRIME-HRM and other recognitions from other bodies;
5. Formulate policies, rules, standards and general guidelines on matters pertaining to all VSU personnel;
6. Conduct 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;
7. As *Ex-officio* member of the Personnel related boards and committees (such as NAPB, APB, PMT, PRAISE, Scholarship committee, etc.)

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President



cc: OVPAA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
ODAHRD/PRPEO  
ODF/Budget  
IASO  
Accounting  
Cash  
COA  
Registrar  
Deans  
Directors  
Records  
File