



22 February 2021

MEMORANDUM NO. 116

Series of 2021

T O: Ms. Honey Sofia V. Colis

R E: Designation as OIC Director for Human Resource Management

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Director for Human Resource Management effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As OIC 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. Responsible in customizing 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. Responsible in the continual introduction of innovative 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:	OVPA	OVPSAS	USSO	ODF/Budget	ODABRD/PRPEO	Deans
	OVPAF	OVPPRGAS	IASO	Accounting	Registrar	Directors
	OVPREI	OUS	COA	Cash	Records	File