



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

03 January 2000

MEMORANDUM CIRCULAR NO. 09

Series of 2000

T O: All Department/Center Heads

R E: Reconstitution of the Department/Center Personnel Boards

All academic departments and research centers are hereby directed to reconstitute their units' Personnel Committees. This committee shall be composed of the unit head and four to six representatives as members who shall be elected at large by the regular full-time staff of the department, provided that the following guidelines are observed:

1. All full-time faculty members of the department/center shall be ranked from the most senior to the most junior faculty member. In case there are two or more faculty members in the same rank and step, priority in ranking shall be based on the dates of their appointment to the step; for faculty members appointed to the same step at the same time, priority shall be based on the dates of their appointment to the rank. For those who were appointed at the same time to the same rank and step, the one with the longer length of service as faculty member in the College shall be ranked higher in the list. For purposes of this Order, the upper half of the ranking list shall be considered the senior level and the lower half, the junior level. Copies of the list shall be furnished the President and the Director of the College Management Office and shall be made available to individual faculty members of the department/center;
2. A department/center with not more than fourteen full-time faculty members shall have four faculty representatives, two from the senior and two from the junior levels.
3. A department/center with more than fourteen full-time faculty members shall have six faculty representatives, three from the senior and three from the junior levels.

Members of this committee shall have a tenure of two years provided that one half of the membership shall have a term of two years and the other half, a term of one year as determined by the department/center faculty.

The main function of this committee is to assist in the review of the recommendations initiated by the Department/Center heads with regard to recruitment, selection, performance evaluation, tenure, staff development and promotion of academic personnel of the department/center in accordance with the general guidelines formulated


personnel of the department/center in accordance with the general guidelines formulated by the Academic Personnel Board. The committee shall also be responsible for screening job applicants. Differences in opinion between the head and the committee Members or among the committee members themselves shall be placed on record and shall be forwarded to the Academic Personnel Board for appropriate action.

Effective immediately. All recommendations for appointment to a part-time or regular position should bear a certification from the Committee Chairman that the candidate has passed the screening done by the Committee.

The different Department/Center heads are hereby enjoined to immediately submit the names of the members of the committee not later than 17 January 2000.

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

For your information and guidance.


PACIENCIA P. MILAN
President

cc: Records
File