



3 April 2017

MEMORANDUM NO. 223

Series of 2017

T O: Dr. Alberto L. Carillas

R E: Designation as Head, Office of Instruction, VSU Isabel Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU – Isabel Dean, you are hereby designated Head, Office of Instruction effective immediately until December 31, 2017 or unless sooner revoked or terminated by higher authorities.

The responsibilities of this designated position are as follows:

1. Coordinates the programs and activities of all academic units of the College;
2. Recommends to the College Dean policies and courses of action that will improve the instruction, research and extension programs of the College;
3. Recommends to the College Dean specific courses of action that will enhance staff development of the academic staff of the College;
4. Reviews official recommendations of academic heads and endorses or recommends appropriate action on them to the Dean;
5. Reviews annual progress reports submitted by the academic heads of the College;
6. Makes periodic assessment of the performance of the academic heads and administrative staff directly under this Office and submit appropriate reports/recommendations to the Dean;
7. Reviews the annual budget of the appropriations to the academic heads under this office and makes appropriate recommendations to the Dean;
8. Presides over and/or attend meetings of committees in which the Head of the Office of Instruction is ex-officio member/chairman;
9. Recommends to the College Dean official requests of leave of academic staff;
10. Recommends to the College Dean the investigation and disciplinary action on erring academic department heads in line with established disciplinary policies and procedures of the College; and
11. Performs other functions as may be assigned by the Dean.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: Head, RDEO	Head, SSO	Registrar, VSU-Isabel	Records, VSU – Isabel
Head, AFSSO	OVPI	ODAHRD/PRPEO	File
College Secretary	OUS	Records, VSU Main	

Vision: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.