



22 June 2020

MEMORANDUM NO. 219
Series of 2020

T O: Ms. Miriam M. De La Torre

R E: Designation as In-Charge, Performance Management and Rewards & Recognition

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge of Performance Management and Rewards & Recognition effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As In-Charge, you are responsible in the effective implementation of approved performance management, rewards and recognition systems to promote effectiveness in work and sustain morale of the employees; specifically, the functions are:

1. Coordinate with planning office in the conduct of annual year-end performance review and the annual target setting workshop;
2. Monitor and follow up for the timely submission of the IPCRs from all employees;
3. Consolidate the data from the IPCRs and analyze to identify employees who may be recommended for award as deserving through the PRAISE/Awards Committee;
4. Identify employees who need further training or serves training in preparation higher positions and responsibilities through the Learning and Development interventions;
5. Provide secretariat services to the PRAISE/Awards Committee when need; and
6. Maintain the records of the Job Order employees.

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

Please be guided accordingly.



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