



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

28 February 2000

MEMORANDUM NO. 40
Series of 2000

T O: Dr. Gregorio T. Pelayo
Mr. Felipe Q. Albeos
Mr. Lorenzo E. Ybañez
Ms. Sole S. Segovia
Ms. Aurora A. Carpio

R E: Academic and Non-Academic Personnel Boards of LNCAST

With Dr. Gregorio T. Pelayo as Chairman and Ms. Aurora A. Carpio as Secretary, please constitute yourselves into the Academic and Non-Academic Personnel Board of LNCAST with the following duties:

- a) Assists the LNCAST Head and the College President in formulating policies, rules, standards or general guidelines on matters affecting LNCAST personnel;
- b) Makes initial screening for review by LNCAST and approved by the College President with regards to recruitment, selection, performance evaluation, tenure, staff development, promotion and others affecting employee status and welfare;
- c) Recommends priorities in the allocation of available funds for incentives and remuneration;
- d) Acts on complaint against personnel actions and other cases referred by the LNCAST Head to the board;
- e) Performs the function of the Suggestion and Incentive Awards Committee as required by Civil Service Rules and Regulations.

This appointment takes effect immediately and remains in force until revoked.


PACIENCIA P. MILAN

President 

cc: OVPA	College/Board Secretary
OVPA	Records
HRMDO	File
OAA	
ODI	