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September 30, 1993

MEMORANDUM NO. 205
Series of 1993

T O: Dr. Vita S. Polo

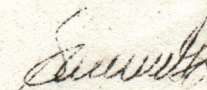
SUBJECT: DESIGNATION AS OIC HEAD OF HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT OFFICE

In line with the new organizational structure approved by the Board of Trustees, which upgraded the personnel office into a Human Resource Management Development Office (HRMDO), you are hereby appointed OIC-Head of said office effective October 1, 1993.

In addition to your functions as administrator and supervisor of the staff in the former personnel office, you are requested to initiate and/or lead your staff in planning and implementing a human resource management development program for all ViSCA personnel. Likewise, your office is expected to give ready assistance to the President, Vice President for Administration, and other administrators and duly constituted boards/committees in:

1. Formulating policies, rules, standards or general guidelines on matters pertaining to all ViSCA personnel.
2. Reviewing recommendations submitted by the different departmental/unit personnel committee with regard to recruitment, selection, performance evaluation, tenure, staff development, promotion, assigning of plantilla items, and other matters affecting status and welfare.
3. Other personnel-related matters as may be referred by the President or Vice President for Administration.

Please be guided accordingly.


SAMUEL S. GO
President