



7 December 2017

MEMORANDUM NO. 396
Series of 2017

T O: All Vice-Presidents and Deans

**R E: Consultations to Recommend Heads of Departments/Offices/Units and
Directors for Research Centers/Institutes**

You are hereby directed to conduct consultations with your departments/centers/offices/units under your supervision to come up with a recommendation on who will serve as head of each department/office/unit and director of each research center/institute for the coming Year 2018. Please submit your top 3 candidates on or before December 31, 2017 to the Office of the President.

In making consultations, you may use the attached SPMS tool of evaluation and choose relevant indicators of performance for those who have already served as administrators and the leadership potential of new faculty/staff.

Please be guided accordingly.


EDGARDO E. TULIN

President

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.