



VISAYAS STATE UNIVERSITY

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Office of the President

22 January 2008

MEMORANDUM NO. 31

Series of 2008

T O: ✓ Dr. Roberto C. Guarte
✓ Dr. Lourdes B. Cano
✓ Mr. Daniel M. Tudtud, Jr.
✓ Ms. Norma V. Cala
✓ Prof. Alan B. Loreto
✓ Dr. Elwin Jay V. Yu
✓ Ms. Adelina B. Bulawan
✓ Ms. Teresita L. Quiñanola - Secretary

R E: VSU Non- Academic Personnel Board (NAPB)

With Dr. Roberto C. Guarte as Chairperson, please constitute yourselves into the VSU Non-Academic Personnel Board (NAPB) effective immediately until December 31, 2008 or unless sooner revoked or terminated by higher authorities.

The functions of Non-Academic Personnel Board are as follows:

- a) Review recommendations submitted by the different Departmental/Center Personnel Committees/Pre-Screening Committees with regard to staff development, recruitment, selection, performance evaluation, tenure, promotion of administrative personnel;
- b) Assist the President in formulating policies, rules, standards or general guidelines on matter affecting administrative personnel of VSU;
- c) Act on complaints against actions made by the Department/Center Head and the members of the Personnel Committee, particularly on personnel matters; and
- d) Act on cases involving administrative personnel as may be referred to by the President.

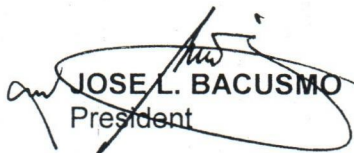
Furthermore, the functions of the ^{Non-}Academic Personnel Board shall include the provision of Section 11 of the Omnibus Civil Service Rules and Regulations which prescribes agency

actions under the functions of a Suggestions and Incentives Awards Committee (SIAC). The functions of the SIAC, as extracted from the Civil Service rules and regulations are as follows:

1. Prescribe, subject to the Head of the Agency, the procedure in evaluating employee suggestions or accomplishments;
2. Receive, review and process suggestions and nominations;
3. Recommend the appropriate monetary award to be granted to the employee for his ideas and suggestions; and
4. Recommend to the Head of Agency the employees who shall be nominated for the honor awards or incentive awards which includes performance incentive awards, productivity incentive award, and loyalty award.

This Order supercedes all orders/memoranda issued earlier on the same subject.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Ms. R. B. Napiere
OVPAA
OVPAF
OVPRE
OVPPRG
OUS
HRMDO
Deans
Directors
Records
File