



27 June 2022

**MEMORANDUM NO. 572**

Series of 2022

**T O:** Dr. Jannet C. Bencure - Chairperson, CET  
Engr. Eldon P. De Padua - Member, DABE  
Engr. Gladys G. Doydora - Member, DCE  
Prof. Magdalene C. Unajan - Member, DCST  
Prof. Florentino F. Morales, Jr. - Member, DGE  
Engr. Jundy R. Castil - Member, DME  
Mr. Charlie S. Andan - Member, DMet  
Ms. Lorna B. Abamo - Non-Academic Rep

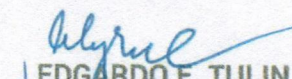
**R E:** College Personnel Committee of the College of Engineering and Technology

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean, College of Engineering, you are hereby designated to constitute the College Personnel Committee of the College of Engineering and Technology effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

The committee shall perform the following:

1. Conduct regular meetings and submit minutes of meetings to the Office of the College Dean.
2. Review committee's performance and prepare updated plans and programs for implementation in the current year.
3. Document and update existing university and national policies and guidelines related to hiring of faculty and staff.
4. Evaluate credentials of applicants following existing policies and guidelines.
5. Conduct interview and/or teaching demonstration, as appropriate, and recommend qualified applicants to the higher authorities.
6. Evaluate and recommend faculty and staff to undergo relevant training and seminars.
7. Perform other related functions as deemed necessary the College Dean.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAA  
ODHRM/OHRSPPR  
CET  
Records  
File