



VISAYAS STATE UNIVERSITY

6521-A Visca, Baybay City, Leyte, Philippines

Office of the Secretary of the University
and of the Board of Regents

**EXCERPT FROM THE APPROVED MINUTES OF THE
56th VSU Board of Regents Meeting
15 MARCH 2012 * HOTEL ALEJANDRO, TACLOBAN CITY**

**PROPOSED AMENDMENTS OF THE GUIDELINE
FOR SECONDMENT OF VSU STAFF**

Chairperson Defensor commented that since the Guidelines had been approved a few years back, it was time to amend it.

Chairperson Defensor inquired if there were any objections to the proposal.

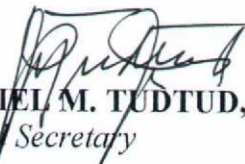
Hearing none, the Board unanimously passed

BOR RESOLUTION NO. 23, s. 2012

A Resolution Approving the proposed amendments of the Guidelines for Secondment, as proposed.

BOARD ACTION : **APPROVED**
Date : 15 MARCH 2012
ATTACHMENT : Y

Certified True and Correct:


DANIEL M. TUDTUD, JR.
Board Secretary

Cc: OP
OVPI
ODA
Personnel records

Existing per BOT Res. No. 9, S. 2001	Proposed Amendment
	Introduction Allowing a faculty possessing the desired expertise to work with a specific government or an organization recognized by the Philippine government is practiced by the Visayas State University. Such practice is governed by BOT Resolution No. 9, series 2001, dated 20 January 2001. Thus, such guidelines deserve to be updated in accordance with the tremendous evolution of a College now turned into a University.
I. Qualifications 1. He/she must have at least a Master's degree in his/her field of specialization. 2. He/she must have served his/her contract (scholarship, fellowship, etc.) prior to the secondment	I. Qualifications 1. He/she must hold a permanent position in VSU. 2. He/she must have served his/her contract (scholarship, fellowship, etc.) prior to the secondment
II. Nomination Procedure 1. A written request from the agency where the ViSCA staff shall be seconded must accompany the application for secondment. 2. The ViSCA Academic Personnel Board shall act on the request upon recommendation of the Department or Center Personnel Committee for endorsement to the President for final approval and execution of contract.	II. Nomination Procedure 1. A written request from the agency where the VSU staff shall be seconded must accompany the application for secondment. 2. The VSU Academic Personnel Board shall act on the request upon recommendation of the Department Personnel Committee duly endorsed by the Dean of the College or Center Personnel Committee with endorsement from the Vice President for Instruction to the University President for approval and submitted to the Board of Regents for confirmation.

III. Terms

2. VISCA staff can only be seconded in a Philippine government agency or an international organization recognized by the Philippine government for a period of one year, renewable twice for a total term of three years only.
3. The seconded staff must return to VISCA upon completion of his secondment and serve in VISCA for a period equivalent to the number of years he was given that secondment status.
4. Presentation of a lecture on lessons learned during his secondment must be done immediately upon his return to VISCA.
5. The purpose of secondment shall not be to seek employment and any violation thereof can be ground for cancellation of the secondment contract.
6. All other provisions as specified in the rules and regulations of the Civil Service Commission shall apply.

IV. Benefits

1. Retention of his position and rank during his absence without pay.
2. Inclusion in evaluation for promotion, mandatory salary increases, etc.

Note: VSU staff members who are now seconded will follow this guideline to renew his/her secondment.

III. Terms

1. VSU staff can only be seconded in the Philippine government agency or an international organization recognized by the Philippine government for a period of one year, renewable twice for a total of three years only.
2. The seconded staff must return to VSU upon the completion of his secondment and serve in VSU for a period equivalent to the number of years he was given that secondment status.
3. Presentation of a lecture on lessons learned during his secondment must be done immediately upon his/her return to VSU.
4. The purpose of secondment shall not be to seek employment and any violation thereof can be ground for cancellation of the secondment contract.
5. All other provisions as specified in the rules and regulations of the Civil Service Commission for secondment shall apply.

IV Benefits

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Note: VSU staff members who are now seconded will follow this guideline to renew his/her secondment.