



22 June 2020

MEMORANDUM NO. 216
Series of 2020

T O: Dr. Lourdes B. Cano

R E: Designation as Director for Human Resource Management

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Human Resource Management effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide leadership and management of units and personnel involved in the performance of human resource management functions, and of the processes and procedures;
2. Initiate developmental changes in the general HR laws, rules and regulations to adopt to the work culture and academic environment of the University;
3. Strengthen the adoption of the merit, fitness, performance development and rewards systems to promote morale, efficiency and effectiveness and courtesy among employees;
4. Initiate innovation in HR policies and practices to ensure higher level of accreditation under the PRIME-HRM and other recognitions from other bodies;
5. Formulate policies, rules, standards and general guidelines on matters pertaining to all VSU personnel;
6. Conduct studies on personnel related matters as management guide in its future actions and decisions affecting its personnel and likewise, as basis in initiating human resource development interventions for staff for improved efficiency and effectiveness;
7. As *Ex-officio* member of the Personnel related boards and committees (such as NAPB, APB, PMT, PRAISE, Scholarship committee, etc.)

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President



cc: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODAHRD/PRPEO
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Deans
Directors
Records
File