


CS Form No. 212 Revised 2017		PERSONAL DATA SHEET					
WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.							
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.							
Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.						1. CS ID No.	(Do not fill up. For CSC use only)
I. PERSONAL INFORMATION							
2. SURNAME	SALAS						
FIRST NAME	FELIX						NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MANAGBANAG						
3. DATE OF BIRTH (mm/dd/yyyy)	05/24/1962		16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship			
4. PLACE OF BIRTH	BAYBAY, LEYTE		If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization			
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			Pls. indicate country: Philippines			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS	36 KILBOURNE			
7. HEIGHT (m)	1.58		ZIP CODE	House/Block/Lot No. Street			
8. WEIGHT (kg)	76			VISCA PANGASUGAN			
9. BLOOD TYPE	B			Subdivision/Village Barangay			
10. GSIS ID NO.	B62KQFMS029			BAYBAY LEYTE			
11. PAG-IBIG ID NO.	170000260943		ZIP CODE	City/Municipality Province			
12. PHILHEALTH NO.	130000143341			6521-A			
13. SSS NO.	N/A			18. PERMANENT ADDRESS			
14. TIN NO.	153-545-423			36 KILBOURNE			
15. AGENCY EMPLOYEE NO.	V000462		19. TELEPHONE NO.	053-563-0271			
			20. MOBILE NO.	090-8810-3742 / 093-9282-2794			
			21. E-MAIL ADDRESS (if any)	felix.salas@vsu.edu.ph			
II. FAMILY BACKGROUND							
22. SPOUSE'S SURNAME	ALGODON			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME	ROSARIO		NAME EXTENSION (JR., SR)	REIOFELI A. SALAS	09/21/1984		
MIDDLE NAME	ULBATA			JOCEL ANN A. SALAS	11/25/1985		
OCCUPATION	ASSOCIATE PROFESSOR			YSSAKHAR A. SALAS	09/27/1989		
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			LEIF RYAN A. SALAS	12/23/1992		
BUSINESS ADDRESS	Visca, Baybay City, Leyte			JOHNREIL A. SALAS	08/20/1994		
TELEPHONE NO.	090-8873-2033						
24. FATHER'S SURNAME	SALAS						
FIRST NAME	ANANIAS		NAME EXTENSION (JR., SR)				
MIDDLE NAME	NAYGA						
25. MOTHER'S MAIDEN NAME	CELESTINA C. MANAGBANAG						
SURNAME	MANAGBANAG						
FIRST NAME	CELESTINA						
MIDDLE NAME	CABAHIT						
(Continue on separate sheet if necessary)							
III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	GAAS ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	06/07/1973	04/04/1975		1975	VALEDICTORIAN
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL-VISCA	SECONDARY EDUCATION	06/07/1975	04/04/1979		1979	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BACHELOR OF SCIENCE IN AGRICULTURE (major in Ag. Chemistry)	06/07/1979	04/04/1983		1983	PhiSucom
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES-DILIMAN	CERTIFICATE IN TEACHING COLLEGE CHEMISTRY	06/17/1985	10/14/1986		1986	NSTA
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES-DILIMAN	MASTER OF SCIENCE IN CHEMISTRY	06/07/1986	06/07/1993		1993	DOST
GRADUATE STUDIES	TOKYO UNIVERSITY OF AGRICULTURE	REGULATION STUDIES (Environmental)	04/01/1996	03/20/1999		1999	JSPS
(Continue on separate sheet if necessary)							
SIGNATURE:			DATE:			September 15, 2022	

IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Professional Career Civil Service Eligibility	74.0	October 14, 1984	University of the Visayas, Cebu City, Philippines	N07-001078	
	Licensed Agriculturist	NA	07/09/2005	City of Manila, Philippines	3468	24/05/2022
	Licensed Chemist	NA	22/06/2016	City of Manila, Philippines	0013414	24/05/2025
	Driver's License	NA	26/11/2020	DOT-LTO Baybay City, Leyte, Philippines	H12-20-003681	24/05/2025

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE:		DATE:	September 15, 2022
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	ASIAN FOOD SECURITY & FOOD SAFETY ASSOCIATION (AFSA)	06/06/2015	PRESENT	136 HRS	MEMBER
	PHILIPPINE SOCIETY FOR THE STUDY OF NATURE (PSSN), INC.	05/20/2016	PRESENT	168 HRS	MEMBER
	CROP SCIENCE SOCIETY OF THE PHILIPPINES (CSSP)	03/20/2013	12/30/2015	120 HRS	BOARD OF DIRECTOR
	PHIDELTA - HONOR SOCIETY OF SCIENCES	01/06/2006	PRESENT	90 HRS	MEMBER
	LEYTE YOUTH CONSERVATION CORPS (LYCC)	01/06/2000	12/30/2004	160 HRS	BOARD OF DIRECTOR
	VSU FACULTY ASSOCIATION	06/30/2004	PRESENT	324 HRS	BOARD OF DIRECTOR, ELECTION & GRIEVANCE BOARD, Mem
	ALPHA CHRISTIAN SCHOOL (ACS) INC.	01/22/2000	12/30/2012	1200 HRS	CHAIRMAN OF THE BOARD OF TRUSTEES

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Training-Workshop on Soil and Nutrient Management and Assessing Soil Health	8/30/2022	8/31/2022	16.0	Technical	DA-BSWM
	Training on the Implementation Guidelines for NBC Cycle 8	6/10/2022	6/10/2022	8.0	Managerial	PASUC-VIII & CHED-8
	Training on Liquid Nutrient Formulations for Hydroponic Lettuce Production	6/02/2022	6/02/2022	8.0	Technical	Department of Science & Technology (RFO-8)
	33rd Joint VICARP & RRDEN Regional RDEI Symposium	11/17/2021	11/18/2021	16.0	Technical	Department of Agriculture (RFO-VIII)
	International Webinar & Workshop on Food Value Chain in the New Normal	10/18/2021	10/22/2021	40.0	Technical	Ministry of Agriculture, Forestry & Fisheries, Japan
	VSU Faculty On-Boarding	8/16/2021	8/18/2021	24.0	Managerial	Visayas State University
	Webinar on the Fundamentals of Spectrometry	4/22/2021	4/22/2021	1.5	Technical	Shimadzu Philippines Corporation
	Webinar on the Fundamentals of Chromatography	4/22/2021	4/22/2021	1.5	Technical	Shimadzu Philippines Corporation
	Training on Moodle Virtual Class Management for VSU E-Learning System	12/14/2020	12/15/2020	16.0	Technical	Visayas State University
	Moodle Virtual Classroom Management Training	6/22/2020	6/24/2020	24.0	Technical	Visayas State University
	Virtual Google Classroom Training	5/27/2020	5/29/2020	24.0	Technical	Visayas State University
	International Conference on Nature Studies and Innovations for the Environment Scientific Conference 2019	07/01/2019	07/05/2019	40.0	Technical	Philippine Society for the Study of Nature Inc.
	Second International Conference on Environment, Livelihood and Services 2028	11/19/2028	11/22/2018	32.0	Technical	Kasetsart University, Royal Society of Science (Thailand)
	Fourth AFSA International Scientific Conference on Food Safety and Security	08/09/2018	08/12/2018	32.0	Technical	Asia Food Safety and Security Association
	International Conference on Nature Studies and Innovations for the Environment Scientific Conference 2018	5/15/2018	5/18/2018	32.0	Technical	Philippine Society for the Study of Nature Inc.
	National Research Symposium 2017	11/26/2017	11/29/2017	32.0	Technical	Department of Agriculture - Bureau of Agricultural Research
	Training on Climate Smart Agricultural Technologies	04/03/2017	10/30/2017	1120.0	Technical	Philippine Red Cross
	International Conference on Nature Studies and Innovations for the Environment Scientific Conference 2017	4/18/2016	4/21/2017	40.0	Technical	Philippine Society for the Study of Nature Inc.
	Training on Climate Change Adaptation and Mitigation through Hydroponic Vegetable Production	6/22/2016	07/05/2016	100.0	Technical	RAPID - Climate Change Commission
	International Conference on Nature Studies and Innovations for the Environment Scientific Conference 2016	5/24/2016	5/28/2016	40.0	Technical	Philippine Society for the Study of Nature Inc.
	Vegetable Seed Production and Management Training	07/08/2015	07/11/2015	40.0	Technical	Food and Agriculture Organization - United Nation (Canada)
	Vegetable Seed Production and Management Training	4/15/2015	4/17/2015	40.0	Technical	Food and Agriculture Organization - United Nation (Canada)
	26th Joint VICARP-RRDEN Regional RDE Symposium	3/17/2015	3/18/2015	20.0	Technical	Department of Agriculture (RFO-VIII)
	Training on Liquid Nutrient Formulations for Hydroponic Vegetable Production	1/23/2015	1/23/2015	10.0	Technical	DALGU of Naval Municipality, Biliran
	Training on Sustainable Commercial Vegetable Production	01/07/2015	01/09/2015	24.0	Technical	Food and Agriculture Organization - United Nation (Canada)
	Training on Patent Search and Information	11/05/2014	11/06/2024	16.0	Technical	Visayas State University
	Training on GRAS Coating Technology to Enhance Shelf-life of Vegetables	9/26/2014	9/30/2014	16.0	Technical	PCAARRD-Visayas State University
	Second AFSA Conference on Food Safety and Food Security	8/15/2014	8/19/2014	40.0	Technical	Dong Nai University of Technology (Vietnam) & Asian Food Safety and Food Security Association (AFSA)
	44th Crop Science Society of the Philippines Scientific Conference	05/12/2014	5/16/2014	40.0	Technical	IRRI, PhilRice, Department of Agriculture and Crop Science Society of the Philippines, Inc.










(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	GUITAR PLAYING		2012 KEEPER OF SERVICE AWARD		PHILIPPINE ASSOCIATION OF CHEMISTRY TEACHERS
	RHYMING LINES		1st Place Best Dish Garden, VSU Flower & Garden Show 2007		NATIONAL RESEARCH COUNCIL OF THE PHILIPPINES
	SONG WRITING		1st Place Best Dish Garden, VSU Flower & Garden Show 2006		PHILIPPINE ASSOCIATION OF GRADUATE EDUCATORS
	VIDEOKE CHALLENGE		1st Place Best Dish Garden, LSU Flower & Garden Show 2005		PHILIPPINE SOCIETY FOR THE STUDY OF NATURE
			1st Place Best Dish Garden, LSU Flower & Garden Show 2004		CROP SCIENCE SOCIETY OF THE PHILIPPINES
					ASIAN FOOD SECURITY AND FOOD SAFETY ASSOCIATION
					INTERNATIONAL SOCIETY FOR HORTICULTURAL

(Continue on separate sheet if necessary)

SIGNATURE:		DATE:	September 15, 2022
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>JACOB GLENN F. JANSALIN</td><td>VSU, Baybay City, Leyte, Philippines</td><td>053-563-7747</td></tr><tr><td>ANABELLA B. TULIN</td><td>VSU, Baybay City, Leyte, Philippines</td><td>053-525-0338</td></tr><tr><td>CANDELARIO L. CALIBO</td><td>VSU, Baybay City, Leyte, Philippines</td><td>053-563-7747</td></tr></table>		NAME	ADDRESS	TEL. NO.	JACOB GLENN F. JANSALIN	VSU, Baybay City, Leyte, Philippines	053-563-7747	ANABELLA B. TULIN	VSU, Baybay City, Leyte, Philippines	053-525-0338	CANDELARIO L. CALIBO	VSU, Baybay City, Leyte, Philippines	053-563-7747
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ANABELLA B. TULIN	VSU, Baybay City, Leyte, Philippines	053-525-0338											
CANDELARIO L. CALIBO	VSU, Baybay City, Leyte, Philippines	053-563-7747											
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU ID</td></tr><tr><td>ID/License/Passport No.: V00462</td></tr><tr><td>Date/Place of Issuance: 1/2/2010 VSU, Baybay City, Leyte</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: VSU ID	ID/License/Passport No.: V00462	Date/Place of Issuance: 1/2/2010 VSU, Baybay City, Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>SEPTEMBER 15, 2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	SEPTEMBER 15, 2022	Date Accomplished				
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SEPTEMBER 15, 2022													
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	<table><tr><td></td></tr><tr><td>FELIX M. SALAS</td></tr></table> <table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		FELIX M. SALAS		Right Thumbmark								
													
FELIX M. SALAS													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>30 SEP 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>ATTY. RYSAM C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		ATTY. RYSAM C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
ATTY. RYSAM C. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: September 15, 2022 - Present
- Position: PROFESSOR VI
- Name of Office/Unit: Department of Pure & Applied Chemistry
- Immediate Supervisor: Department Head
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY, Visca, Brgy. Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 1. Registered Chemist and Agriculturist
 2. Received Loyalty Award for 30 years of exemplary service at VSU in 2022
 3. Advised course-related student organization in the university
 4. Attended forums, seminars (including webinars and on-boardings), trainings, and workshops for research, instruction, and for professional development
 5. Recipient of the 2020/2021 SEARCA Professorial Award in the field of Agricultural Chemistry
 6. Applied and Registered 15 Utility Models on GRAS Coating Technology
 7. Advised undergraduate and graduate students for their research undertakings as adviser, SRC, and GAC
 8. Recipient of Regional Civil Service Pagasa Award in 2018
 9. Attended and Presented research papers in scientific conferences (local, regional, national and international)
 10. Given best research paper awards in scientific conferences (local, regional, national and international)
 11. Published research articles in peer-reviewed journals (national and international)
 12. Subscribed active memberships in national and international professional organizations
 13. Recipient of 2016 Regional Gawad Saka Outstanding Agricultural Scientist
 14. Conducted researches and extension activities
 15. Recipient of 2015 VSU Exemplary Researcher of the Year Award
 16. Handled undergraduate and graduate Chemistry subjects with Outstanding TPES Ratings
 17. Recipient of 2014 VSU Exemplary Teacher of the Year Award
 18. Recipient of Japanese Society for the Promotion of Science (JSPS)-Monbusho scholarship
 19. Recipient of 1996 ViCARP Outstanding Basic Research Award

20. Submitted research proposals for possible funding internally and externally
21. Recipient of 1995 NAST Outstanding Published Paper Award
22. Recipient of 1993 DOST Outstanding Research Award (Environment Category)
23. Recipient of Department of Science and Technology (DOST) and Philippine Sugar Commission (PhilSuCom) scholarships

- Summary of Actual Duties

As Professor of the Department of Pure & Applied Chemistry:

- a. Teach Graduate and Undergraduate Chemistry subjects offered in the department for Chemistry and Non-Chemistry major students;
- b. Prepare learning guides, syllabi, instructional materials, assessment tools and table of specifications for subjects and courses assigned;
- c. Advise and guide undergraduate students for possible thesis undertakings;
- d. Approve and validate subjects of advisees during enrolment;
- e. Maintain and update the Moodle classrooms in the VSUEE for blended and flexible learning modalities;
- f. Serve as SRC for undergraduate theses and GAC for graduate theses and dissertations;
- g. Check thesis outlines and manuscripts of undergraduate and graduate students on time;
- h. Submit grades and grade sheets for subjects handled on time;
- i. Coordinate with instruction, research, extension, and social activities of the department;
- j. Submit research and extension proposals for possible funding;
- k. Attend research and extension symposia, forums, seminars and webinars, and trainings for professional development;
- l. Present research and extension outputs in local, national, and international conferences and reviews;
- m. Publish research outputs in peer-reviewed journals;
- n. Participate in drafting the retention policy of the department;
- o. Act as Chair of the Research, Extension, and Innovation Committee of the department;
- p. Act as member of the Instructional Material Development Committee and the Personnel Committee of the department;
- q. Act as TWG for researches on agronomic crops;
- r. Help in the preparation of documentary requirements for any relevant accreditation that the department is subjected to or the program under the departmental academic offerings;
- s. Assist the Head in the monitoring and evaluation of the implementation of standards required by the accrediting bodies;
- t. Participate in the planning, periodic review and evaluating departmental activities and programs;
- u. Help determine the placement of personnel in the department to fully utilize human resources (i.e., talents and capabilities);
- v. Assist the Head in the recruitment, promotion, transfer and separation of the faculty;
- w. Suggest recommendations for specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement;

- x. Participate in conducting investigation, when proper and recommend to the Head immediate disciplinary action on any erring personnel or students in the department in conformity with any existing policies and rule and regulations of the university;
- y. Help in making periodic assessment of the performance of staff members and submit appropriate reports to the Head;
- z. Help undertake budget analysis and suggest recommendations for the department to effectively carry out its functions and responsibilities;
- aa. Help prepare and submit annual reports to the Head, and
- bb. Perform other functions as the Head may assign.



FELIX M. SALAS

(Signature over Printed Name
of Employee/Applicant)

Date: September 15, 2022