



4 August 2021

MEMORANDUM NO. 533
Series of 2021

T O: Dr. Daniel Leslie S. Tan

R E: Designation as Chairperson of the VSU Administrative Scholarship Committee

In view of the retirement of Dr. Remberto A. Patindol, you are hereby designated as Chairperson of the VSU Administrative Scholarship Committee effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

The functions of the committee are as follows:

1. To assist the Non-Academic Personnel Board in formulating an effective administrative staff development program based on the requirements and staffing patterns of the various administrative units.
2. To schedule an annual administrative development based on available university resources.
3. To review and improve existing policies, rules, standards, general guidelines and practices affecting the administrative scholarship program of the University.
4. To review applications of administrative staff and or recommendations of department/center heads for all short and long-term formal and non-formal trainings/scholarships, attendance to conferences, and other human resource interventions that require allocation of resources and/or official sanction by the University President and recommend action to the Office of the President.
5. To perform other functions related to administrative scholarship and other administrative development programs that may be assigned by the President.

Please be guided accordingly.


EDGARDO E. TULIN
President

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