



12 December 2021

Dr. Aleli A. Villocino

Quality Management Representative
Vice President for Student Affairs and Services
Visayas State University

Dear **Dr. Villocino**,

I would like to recommend the designation of the VSU Risk Manager, Assistant Risk Manager and Deputy Risk Managers. They shall perform the following duties and responsibilities, to with;

Duties and Responsibilities of the VSU Risk Manager, Assistant Risk Manager and Deputy Risk Managers

I. VSU Risk Manager

1. Plan and coordinate the conduct of assessments in the University to define and analyze possible risks (financial, legal, security, health, and others) the university may encounter.
2. In coordination with the Deputy Risk Managers, review and evaluate the gravity of each risk by considering its consequences.
3. Assist the President in creating contingency plans to manage crises and help implement solutions and plans.
4. Partner with key stakeholders to develop and implement standards, processes, programs, and best practices related to risk management.
5. Prepare reports and present recommendations to appropriate bodies.
6. Do other tasks related to risk management.

II. Assistant Risk Manager

1. Assist the Risk Manager in performing all its duties and responsibilities.
2. Coordinate with the Deputy Risk Managers in the planning and the conduct of assessments to define and analyze possible risks (financial, legal, security, health, and others) the university may encounter.
3. Assist the Risk Manager in the consolidation of reports submitted by the Deputy Risk Managers to the University Risk Manager for submission to the appropriate bodies.

III. Deputy Risk Manager

1. Plan and coordinate the conduct of assessments in their respective assigned offices in coordination with the University Risk Manager to define and analyze possible risks (financial, legal, security, health, and others) the university may encounter.

2. Review and evaluate the gravity of each risk by considering its consequences in their assigned offices.
3. In their assigned offices, identify potential risk exposures, recommend solutions, implement approved programs, promote loss prevention, and update and monitor compliance of government statutory and regulatory provisions.
4. Develop risk management controls and systems and design processes to eliminate or mitigate potential risks in their respective offices.
5. Prepare reports and present recommendations to the University Risk Manager.
6. Do other tasks related to risk management in their assigned offices.

List of Offices with the Deputy Risk Managers:

No	Name of Deputy Risk Manager	Offices Under the Responsibility of the Deputy Risk Manager
1	Allen Glennie P. Lambert	Office of the President: 1. Office of the Executive Secretary 2. Office of the Head for International Affairs 3. Office of the VSU Liaison Office in Manila 4. Office of the Head of Gender Resource Center 5. Office of the Chief Legal Officer 6. Office of the Head of Internal Auditor 7. Office of the Head for Grants Development 8. Office of the Head for Culture and the Arts
2	Dr. Elwin Jay V. Yu	OVPAF: Office of the Chief of the USHER
3	Engr. Sean O. Villagonzalo	OVPAF: Office of the Head of ICTMC
4	Dr. Julius A. Abela	OVPAF: Office of the UDRRM-SS
5	Ms. Louella C. Ampac	OVPAF: Office of the Director for Financial Management
6	Atty. Rysan Guinocor	OVPAF: Office of the Director for Administrative Services
7	Ms. Honey Sofia V. Colis	OVPAF: Office of the Director for Human Resource Management
8	Engr. Phloem D. Galupo	OVPAF: Office of the Director for Physical Plant
9	Mr. Homer Lois P. Napoles	OVPAA: 1. Office Director for Quality Assurance 2. Office of the University Registrar 3. Office of the Director for Instruction and Evaluation
10	Mr. Jesus Freddy M. Baldos	OVPAA: 1. Office of the Dean of Graduate School 2. Office of the Dean of Open University 3. Office of the Deans of Colleges
11	Dr. Dario P. Lina	OVPAA: College of Agriculture and Food Science
12	Dr. Charis B. Limbo	OVPAA: College of Education
13	Engr. Ronard G. Paña	OVPAA: College of Engineering and Technology
14	Dr. Teofanes A. Patindol	OVPAA: College of Forestry and Environmental Science
15	Mr. Bryan Gapasin	OVPAA: College of Management and Economics
16	Dr. Michelle C. Tolibas	OVPAA: College of Nursing
17	Dr. Kenny Oriel A. Olana	OVPAA: College of Veterinary Medicine
18	Dr. Jett C. Quebec	OVPAA: College of Arts and Sciences
19	Ms. Maria Louella C. Tambis	OVPREI: 1. Office of the Director for Research 2. Office of the Director for Extension 3. Office of the Director for Innovation 4. Office of the Annals of Tropical Research

		5. Research Laboratories 6. RDE Network
20	Mr. Jerome O. Arribado	OVPREI: Eco-FARMI
21	Ms. Mary Chris F. Plenos	OVPREI: NARC
22	Ms. Pamela H. Urdaneta	OVPREI: NCRC-V
23	Ms. Precila C. Belmonte	OVPREI: PhilRootcrops
24	Mr. Rene Jenmar G. Alkuino	OVPREI: RCCRDC
25	Ms. Susana B. Minoza	OVPREI: RERC
26	Ms. Jo Jane Atok	OVPREI: ARIC
27	Mr. Jerome O. Arribado	OVPREI: Eco-FARMI
28	Ms. Mariel E. Lacambra	OVPAS: 1. Office of the Head of Admissions 2. Office of the Chief Librarian
29	Mr. Junito A. Panonce	OVPAS: 1. Office of the Dean of Students 2. Office of the Director of NSTP/CWTS
30	Marcelo T. Abrera Jr.	OVPARGAS: 1. Office of the Director for Planning and Infrastructure Project Development and Monitoring 2. Office of the Director for Resource Generation and Auxiliary Services 3. Office of the CCE 4. Office of the Head, Alumni and Community Relations
31	Toni Marc Dargantes	Assistant VSU Risk Manager

DANIEL LESLIE S. TAN

Risk Manager