



21 September 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University

Thru: **Dr. Daniel Leslie S. Tan**  
Chairman, Non-Academic Personnel Board &  
VP for Administration and Finance

**Dear Dr. Tulin,**

The University risk manager has many responsibilities that should be done in order to take risk into consideration in every University operations and activities. Currently, the office of the Risk Manager do not have a staff that will assist in the assessment, monitoring, and analysis of University Risks. To fully deliver the duties of the Risk manager and deputy risk managers, there is a need to hire staff for the Risk manager that would do administrative duties for the office.

Therefore, this is to request hiring two personnel for the Office of the Risk Manager.

The staff that would be hired will have the following duties:

1. Receive, record, and release documents for the Office of the Risk Manager.
2. Assigned as the Deputy Document Records Controller (DDRC) for the Risk Manager.
3. Assist the Risk manager and the deputy risk managers in the conduct risk related activities and documentation.
4. Maintain the risk registry of the University.
5. Help facilitate the conduct of risk assessment for University activities.
6. Assist in monitoring the status of the risks of University.
7. Perform other duties assigned by the direct supervisor.

I am hoping for your kind approval of this request.

Very truly yours,  
Approval:

Recommending

**TONI MARC L. DARGANTES**  
*Assist. Risk Manager*

**DANIEL LESLIE S. TAN**  
*Risk Manager and  
VP for Admin. and Finance*

Approved

**EDGARDO E. TULIN**  
*President*