



20 February 2024

**MEMORANDUM CIRCULAR NO. 31**  
Series of 2024

**T O: All dDRC/adDRC Clerks and Heads**

**R E: Attendance to "Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services Office (ASO)"**

You are requested to attend the **"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"** at the **1<sup>st</sup> Floor of CCE building, VSU Lower Campus on February 23, 2024**. This activity is important to familiarize with the standardized guidelines and operational procedures within the ASO. The session aims to enhance collective understanding and streamline administrative processes for greater efficiency among stakeholders of the University.

It is required for all identified personnel to attend this orientation. Your active participation is not only appreciated but also essential in ensuring an efficient delivery of administrative services.

To those who will be joining, please fill out the Pre-Registration Form using the link below:

<https://forms.gle/hZsie5keqs82CaLP7>

For your guidance and compliance.

**DANIEL LESLIE S. TAN**  
OIC-President

## “Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)”

1st Floor, Center for Continuing Education (CCE) Building, Visayas State University

February 23, 2024

DAY/TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 AM – 8:15 AM	REGISTRATION	LDHRAO & ASO Staff
8:15 AM – 8:30 AM	<b>OPENING PROGRAM</b> Invocation Pambansang Awit	AV
	<b>OPENING MESSAGE</b>	<b>Atty. Rysan C. Guinocor</b> Director, ASO
8:30 AM – 9:30 AM	Procurement Office	<b>Ms. Jessamine C. Ecleo</b> Head, PO
9:30 AM – 10:30 AM	Supply and Property Office	<b>Ms. Vivian V. Balbarino</b> Head, SPO
10:30 AM – 11:30 AM	Cash Office	<b>Ms. Queen-Ever Y. Atupan</b> Head, Cash Office
11:30 AM – 12:00 PM	Open Forum/Q&A	
12:00 PM – 1:00 PM	LUNCH	
1:00 PM – 2:00 PM	Records and Archives Office	<b>Ms. Maria Roberta S. Miraflor</b> Head, RAO
2:00 PM – 3:00 PM	VSU Cebu Office	<b>Mr. Nevin C. Pacada</b> Head, VSU Cebu Office
3:00 PM – 4:00 PM	General Services Office	<b>Atty. Rysan C. Guinocor</b> OIC-Head, GSO
4:00 PM – 5:00 PM	Open Forum/Q&A	
5:00 PM – Onwards	<b>CLOSING PROGRAM</b> <b>CLOSING REMARKS</b>	<b>Ms. Honey Sofia V. Colis</b> Director, HRMO
	VSU HYMN	AV

EMCEE: **Arianne J. Caintic**  
Training Assistant, LDHRAO