



8 March 2022

**MEMORANDUM NO. 416**

Series of 2022

**T O: Mr. Gonzalo Edmund V. Gariando**  
**R E: Designation as Head, Procurement Office, VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Procurement Office, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.


As Head you are directed to:

1. Provide leadership in the implementation of the actual procurement of the campus;
2. Supervise the staff assigned in the Procurement Unit;
3. Provide over-all management task for the functions of staff assigned in the Procurement Planning, BAC Secretariat and Contract Management and Monitoring Section;
4. Seat as Ex-Officio Member of the BAC Secretariat and in all Pre-bidding and Bidding activities.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

|     |                |            |
|-----|----------------|------------|
| cc: | VSU-Alangalang | Deans      |
|     | OVPAA          | Directors  |
|     | OVPAF          | Accounting |
|     | OVPREI         | Cash       |
|     | OVPAS          | COA        |
|     | OVPPRGAS       | Registrar  |
|     | OUS            | Records    |
|     | ODHRM/OHRSSPR  | File       |
|     | ODF/Budget     |            |
|     | OHIA           |            |