



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**

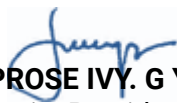


**MEMORANDUM NO. 1073**

Series of 2024

TO: **Ms. Jessamine C. Ecleo**

RE: **Designation as Head, Procurement**

FROM: **DR. PROSE IVY. G YEPES**  
  
University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Head, Procurement**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead the development and implementation of efficient procurement policies and procedures to ensure the timely and cost-effective acquisition of goods, services, and works for the university.
2. Coordinate with different offices and units to prepare and consolidate the Annual Procurement Plan, ensuring alignment with the university's strategic objectives and budgetary constraints.
3. Ensure that all procurement activities adhere to relevant laws, regulations, and university policies, maintaining transparency and accountability throughout the process.
4. Oversee the operations of the BAC, ensuring the fair and competitive selection of suppliers and contractors, and the proper documentation of all procurement transactions.
5. Establish mechanisms to evaluate and monitor supplier performance, ensuring the delivery of quality goods and services in accordance with contractual agreements.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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**FM-OOP-01**  
V05 06-06-2024  
No. 24-1073