



13 February 2023

MEMORANDUM NO. 357
Series of 2023

T O: Dr. Daniel Leslie S. Tan

R E: Designation as Risk Manager of the Visayas State University

By virtue of the authority vested in me by the VSU Board of Regents, and in addition to your designation as Vice President for Administration and Finance, you are hereby designated as Risk Manager of the Visayas State University effective January 3, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

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.

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

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	OVPAA	OVPPRGAS	IASO	Registrar	File
	OVPAF	OUS	Accounting	Deans	
	OVPREI	ODAHRD/PRPEO	Cash	Directors	
	OVPSAS	ODF/Budget	COA	Records	