



30 January 2023

**MEMORANDUM NO.** 136  
Series of 2023

**T O: Dr. Daniel Leslie S. Tan**

**R E: Designation as Vice President for Administration and Finance**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Vice President for Administration and Finance effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

Your office is tasked to do the following:

1. Update management policies and guidelines in the management and utilization of University resources;
2. Endorse policies and guidelines relative to administration matters of the University;
3. Evaluate/approve endorsement of administrative documents of the University;
4. Ensure procurement procedures are within those which are required in the Republic Act 9184;
5. Coordinate the activities of planning, programming and implementation of infrastructure projects and supply and goods delivery;
6. Oversee the university MIS.

As Vice President, 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                      Cash  
      OVPAF                    Registrar  
      OVPPRGAS              ODF/Budget  
      OVPREI                  ODHRM/RSPPRO  
      OVPSAS                  OHIA  
      OUS                      Accounting  
      Deans                    COA  
      Directors  
      Records  
      File