



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**




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**MEMORANDUM NO. 1065**

Series of 2024

TO: **Dr. Julius V. Abela**

RE: **Designation as Chief, Security and Safety**

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 **Chief, Security and Safety**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Develop, implement, and oversee security and safety policies and protocols to protect the university and its stakeholders.
2. Supervise and manage all security personnel and resources to ensure round-the-clock campus safety and proper response to incidents.
3. Conduct regular security assessments, risk evaluations, and safety drills to maintain preparedness for emergencies and threats.
4. Coordinate with local law enforcement, fire departments, and other agencies to address security concerns and establish emergency response procedures.
5. Oversee the maintenance and operation of security systems, such as surveillance cameras, access controls, and alarms.
6. Investigate and address security incidents, breaches, or accidents, ensuring proper documentation and timely resolution.
7. Promote campus-wide awareness on safety protocols, including organizing orientations, training, and campaigns for the university community.
8. Monitor compliance with safety regulations, such as fire codes and occupational health standards, to ensure a secure learning environment.
9. Submit regular reports to the VSU management detailing security performance, issues encountered, and recommendations for improvement.

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

**OFFICE OF THE PRESIDENT**

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

Please be guided accordingly.