



26 July 2021

MEMORANDUM NO. 514

Series of 2021

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 August 1, 2021 until December 31, 2021 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