



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID 9108658749

MEMORANDUM CIRCULAR NO. 63
Series of 2025

TO: All Office/Unit Heads and dDRCs

RE: Attendance on the Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services (AS)

FROM: PROSE IVY G. YEPES, EdD
University President

For and on behalf of the University President:


MOISES NEIL V. SERIÑO, PhD
Vice President for Administration and Finance

DATE: February 20, 2025

All the heads and dDRCs are invited to attend the **Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services (AS)** on **March 10, 2025; 8:00 am-5:00 pm** at **RDEI Hall, VSU Main Campus**.

Your attendance is a must as this is an opportunity for familiarization of different standardized policies and procedures within the ASO particularly on new guidelines and changes in the system. This activity aims to enhance the understanding and knowledge of all staff for better streamlining of workflow processes within the administrative offices.

To those who will be joining, please fill out the Pre-Registration Form using the link: <https://forms.gle/qtzW9voYhXuMVgXa9> on or before **March 3, 2025**. This pre-registration also serves for logistical purposes on snack reservations and certificate preparation.

Anticipating your active participation and cooperation.

Attached is the program details for your reference.

For your guidance and compliance.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 4
FM-00P-02
V06 01-23-2025
No. 25- **63**

**Re-Orientation of Guidelines
and Procedures/ Services of the**

Offices under Administrative Services

March 10, 2025 | 8:00 AM

RDEI Hall, VSU



Time and Program



8:00 AM

• Registration

Activity Management

OPENING PROGRAM

• Invocation and
National Anthem

AV

• Welcome Remarks

Atty. Rysan C. Guinocor
Director, Administrative
Services

8:30 AM

• Procedure on Competitive
Bidding and NP-Small Value
Procurement

Ms. Jessamine C. Ecleo
Head, Procurement

10:00 AM

• Rules on Accountability for
Government Property

Ms. Vivian V. Balbarino
Head, SPM

11:00 AM

• Updates on Disbursement
and Collection Services

Ms. Queen-ever Y. Atupan
Head, Cash

12:00 PM

LUNCH

1:00 PM

• Filling Out of NAP
Form No.1

Ms. Maria Roberta S. Miraflor
Head, RMA

2:00 PM

• Procedure on Request for
Messengerial and Janitorial
Services

Atty. Rysan C. Guinocor
Director, Administrative
Services

4:00 PM

• Open Forum/
Q & A

Time and Program



CLOSING PROGRAM

5:00 PM

• Closing Remarks

Ms. Honey Sofia V. Colis
Director, Human Resource
Management Office

• VSU Hymn

AV