



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM NO.** 969  
Series of 2024

**TO: Ms. Vivian V. Balbarino**

**RE: Designation as Head, Supply and Property Office**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: December 18, 2024**

As per recommendation by the Director for Administrative Services, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Supply and Property Office**.

You are directed to establish procedures and responsibilities for acquiring, maintaining, tracking, retiring and disposing of University property and abandoned/lost property. Likewise, you are to look into the real estate properties, building equipment, vehicles and all physical properties of the university. You have the following specific responsibilities:

1. Tag all inventoried items;
2. Record and maintain all inventory acquisitions and transactions in the University asset management database;
3. Coordinate and conduct physical inventories and internal/external audits with all campus departments, centers or units;
4. Coordinate the annual update of records
5. Process all property survey/transfer forms;
6. Prepare monthly inventory reconciliations;
7. Notify the University President, Information Security Management and Compliance Office of missing, lost or stolen items/media storage devices; and
8. Provide care, restitution, sale or destruction of unclaimed, lost, or abandoned property in the possession of the University.

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

This designation will take effect **January 1, 2024 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF  
File

**OFFICE OF THE PRESIDENT**

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**FM-OOP-01**  
V05 06-06-2024  
No. 24-969