



25 May 2023

**MEMORANDUM NO.** 644  
Series of 2023

**T O: All Concerned**

**R E: Designation as Deputy Risk Manager**

You are hereby designated as Deputy Risk Managers effective immediately until December 31, 2023.

Name of Deputy Risk Manager	Offices under the Responsibility of the Deputy Risk Manager	Name of Person Responsible for Risk Action Verification
	<b>Office of the President</b>	
Dr. Allen Glennie P. Lambert	Office of the Executive Secretary Office of the Head for International Affairs Office of the VSU Liaison Office in Manila Office of the Head of Gender Resource Center Office of the Chief Legal Officer Office of the Head of Internal Auditor Office of the Head for Grants Development Office of the Head for Culture and Arts	Mr. Gideon Neil D. Tan
Mr. Gideon Neil D. Tan	Office of the Director for Quality Assurance	Mr. Homer Lois P. Napoles
	<b>Office of the Vice President for Academic Affairs</b>	
Mr. Gerald M. Rivera	College of Education	Dr. Allen Glennie P. Lambert
Mr. Homer Lois P. Napoles	Office of the University Registrar Office of the Director for Instruction and Evaluation	Mr. Gerald M. Rivera
Dr. Dario P. Lina	College of Agriculture and Food Science	Engr. Ronard G. Paña
Engr. Ronard G. Paña	College of Engineering and Technology	Dr. Dario P. Lina
Mr. Jesus Freddy M. Baldos	Office of the Dean of Graduate School Office of the Dean of Open University	Dr. Renato A. Daganta, Jr.
Dr. Renato A. Daganta,	College of Veterinary Medicine	Mr. Jesus Freddy M. Baldos

Jr.		
Dr. Michelle C. Tolibas	College of Nursing	Mr. Errol Fernandez
Mr. Errol Fernandez	College of Arts and Sciences	Dr. Michelle C. Tolibas
Ms. Noessa C. David	College of Forestry and Environmental Science	Ms. Wella Marie D. Alacio
Ms. Wella Marie D. Alacio	College of Management and Economics	Ms. Noessa C. David
	<b>Office of the Vice President for Administration and Finance</b>	
Dr. Julius A. Abela	Office of the UDRRM	Ms. Honey Sofia V. Colis
Dr. Elwin Jay V. Yu	Office of the Chief of the University Services for Health, Emergency & Rescue	Ms. Maria Roberta S. Miraflor
Ms. Honey Sofia V. Colis	Office of the Director for Human Resource Management	Dr. Julius A. Abela
Ms. Maria Roberta S. Miraflor	Office of the Director for Administrative Services	Dr. Elwin Jay V. Yu
Ms. Alicia M. Flores	Office of the Director for Financial Management	Mr. Norman O. Villas
Mr. Norman O. Villas	Office of the Head of ICTMC	Ms. Alicia M. Flores
	<b>Office of the Vice President for Student Affairs and Services</b>	
Mr. Ramonito M. Paulo II	Office of the Head of Admission Office of the Chief Librarian	Mr. Juanito A. Panonce
Mr. Junito A. Panonce	Office of the Dean of Students Office of the Director of NSTP/CWTS	Mr. Ramonito M. Paulo II
	<b>Office of the Vice President for Research, Extension and Innovation</b>	
Mr. Jerome O. Arribado	OVPREI	Ms. Susana B. Miñoza
Engr. Mencius B. Lesidan	NCRC-V	Ms. Susana B. Miñoza
Ms. Susana B. Miñoza	RERC	Ms. Merlin Lebante
Ms. Merlin Lebante	RCCRDC	Ms. Mary Chris F. Pleños
Ms. Mary Chris F. Pleños	NARC	Mr. Jerome O. Arribado
Mr. Jerome O. Arribado	Eco-FARMI	Ms. Precila C. Belmonte
Ms. Precila C. Belmonte	PhilRootcrops	Ms. Sarah Jean C. Sugano
Ms. Sarah Jean C. Sugano	ARIC	Engr. Mencius B. Lesidan
	<b>Office of the Vice President for Planning, Resource Generation and Auxiliary Services</b>	
Engr. Charles Kevin G. Almeña	OVPPRGAS	Mr. Toni Marc L. Dargantes
Mr. Toni Marc L. Dargantes	Planning Office	Engr. Charles Kevin G. Almeña

As such you are to exercise the following functions:



1. Plan and coordinate the conduct of assessments in their respective assigned offices in coordination with the University Risk Manager to define and analyze possible risks (financial, legal, security, health, and others) the university may encounter.
2. Review and evaluate the gravity of each risk by considering its consequences in their assigned offices.
3. In their assigned offices, identify potential risk exposures, recommend solutions, implement approved programs, promote loss prevention, and update and monitor compliance of government statutory and regulatory provisions.
4. Develop risk management controls and systems and design processes to eliminate or mitigate potential risks in their respective offices.
5. Prepare reports and present recommendations to the University Risk Manager.
6. Do other tasks related to risk management in their assigned offices.

Moreover, they 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