


**MEMORANDUM NO. 908**

Series of 2024

TO: **All Concerned**

RE: **Designation as Deputy Risk Managers**

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

DATE: **November 18, 2024**

You are hereby designated as Deputy Risk Managers effective November 12, 2024 until December 31, 2024.

Name of Deputy Risk Manager/s	Offices under the Responsibility of the Deputy Risk Manager	Offices under the Action Verification/Follow-up of the Deputy Risk Manager
<ul style="list-style-type: none"><li>Mr. Mike Laurence V. Lumen</li><li>Ms. Letty Jean C. Lor</li><li>Ms. Charmagne Faith F. Capuno</li></ul>	OFFICE OF THE UNIVERSITY PRESIDENT	OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES
<ul style="list-style-type: none"><li>Dr. Elwin Jay V. Yu</li><li>Mr. Norman O. Villas</li><li>Dr. Julius A. Abela</li><li>Ms. Alicia M. Flores</li><li>Ms. Erly S. Esguerra</li><li>Ms. Maria Roberta S. Miraflor</li><li>Ms. Honey Sofia V. Colis</li><li>Engr. Phloem D. Galupo</li></ul>	OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE	OFFICE OF THE UNIVERSITY PRESIDENT
<ul style="list-style-type: none"><li>Mr. Homer Lois P. Napoles</li><li>Mr. Jesus Freddy M. Baldos</li></ul>	OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION
<ul style="list-style-type: none"><li>Mr. Jerome O. Arribado</li><li>Ms. Sarah Jean C. Sugano</li><li>Ms. Precila C. Belmonte</li><li>Ms. Susana B. Miñoza</li><li>Ms. Merlin Lebante</li><li>Engr. Mencius B. Lesidan</li><li>Ms. Mary Chris F. Pleños</li></ul>	OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION	OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE
<ul style="list-style-type: none"><li>Mr. Junito A. Panonce</li><li>Ms. Jansel Joi C. Villas</li></ul>	OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES	OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION & AUXILIARY SERVICES
<ul style="list-style-type: none"><li>Mr. Toni Marc L. Dargantes</li><li>Ms. Dalisay F. Andres</li></ul>	OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE	OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**OFFICE OF THE PRESIDENT**

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● Engr. Charles Kevin G. Almeñe	GENERATION & AUXILIARY SERVICES	
COLLEGES		
● Mr. Jubymar A. Mabuto ● Mr. Jerry B. Sanguillosa ● Mr. Deejay M. Lumanao ● Ms. Mikaela M. Gongora	College of Agriculture and Food Science (CAFS)	College of Management and Economics (CME)
● Mr. Errol Fernandez ● Mr. Joseph Padilla ● Ms. Susana B. Miñoza	College of Arts and Sciences (CAS)	College of Education (CoEd)
● Mr. Gerald M. Rivera ● Mr. Reyman C. Oria	College of Education (CoEd)	College of Arts and Sciences (CAS)
● Engr. John Christian L. Gaviola	College of Engineering and Technology (CET)	College of Veterinary Medicine (CVM)
● Ms. Jesibel L. Muertigue	College of Forestry and Environmental Science (CFES)	College of Nursing (CoN)
● Ms. Julie Ann Orias ● Dr. Allen Glennie P. Lambert ● Ms. Kristean Karl O. Villarubia	College of Management and Economics (CME)	College of Agriculture and Food Science (CAFS)
● Dr. Michelle C. Tolibas	College of Nursing (CoN)	College of Forestry and Environmental Science (CFES)
● Mr. Renato A. Daganta	College of Veterinary Medicine (CVM)	College of Engineering and Technology (CET)

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.