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STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM NO. 573**  
Series of 2024

**TO: Mr. Toni Marc L. Dargantes**

**RE: Designation as Assistant Risk Manager of VSU**

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

**DATE: June 26, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Quality Management Officer, you are hereby designated as Assistant Risk Manager of VSU effective July 1, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Assist the Risk Manager in performing all its duties and responsibilities.
2. Coordinate with the Deputy Risk Managers in the planning and the conduct of assessments to define and analyze possible risks (financial, legal, security, health, and others) the university may encounter.
3. Assist the Risk Manager in the consolidation of reports submitted by the Deputy Risk Managers to the University Risk Manager for submission to the appropriate bodies.

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

Please be guided accordingly.