



31 January 2023

**MEMORANDUM NO.** 378  
Series of 2023

**T O: Mr. Arwin O. Arribado**  
**R E: Designation as Head, Procurement Office, VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Procurement Office, VSU Alangalang Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

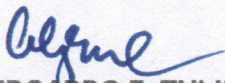
As Head you are directed to:

1. Provide leadership in the implementation of the actual procurement of the campus;
2. Supervise the staff assigned in the Procurement Unit;
3. Provide over-all management task for the functions of staff assigned in the Procurement Planning, BAC Secretariat and Contract Management and Monitoring Section;
4. Seat as Ex-Officio Member of the BAC Secretariat and in all Pre-bidding and Bidding activities.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: VSU-Alangalang Deans  
OVPAА Directors  
OVPAF Accounting  
OVPREI Cash  
OVPSAS COA  
OVPPRGAS Registrar  
OUS **Records**  
ODHRM/OHRSPPR File  
ODF/Budget  
OHIA