



30 January 2024

MEMORANDUM NO. 130
Series of 2024

T O: Mr. Jubymar A. Mabuto

R E: Designation as Deputy Risk Manager of the College of Agriculture and Food Science (CAFS)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Deputy Risk Manager of the College of Agriculture and Food Science (CAFS) effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As Deputy Risk Manager, you are to exercise the following functions:

- 1.) Plan and coordinate the conduct of assessment in their respective assigned offices in coordination with the University Risk Manager to define and analyze possible risk (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.) 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, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC-President