



30 January 2023

MEMORANDUM NO. 239

Series of 2023

T O: Ms. Jessamine C. Ecleo
R E: Designation as Head for Procurement

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head for Procurement 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 university;
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.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc: OVPAA	ODF/Budget	Deans
OVPAF	OHIA	Directors
OVPREI	Accounting	Records
OVPAS	Cash	ODHRM/RSPPRO
OVPARGAS	COA	File
OUS	Registrar	