



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM NO. 1072

Series of 2024

TO: **Ms. Vivan V. Balbarino**

RE: **Designation as Head, Supply and Property Management**

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

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Head, Supply and Property Management**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead the development and implementation of efficient supply and property management policies and procedures to ensure the accurate acquisition, maintenance, and disposal of university assets.
2. Supervise the tracking and management of university supplies and properties
3. Ensure that all supply and property management practices comply with relevant laws, regulations, and university policies, safeguarding the security and integrity of assets.
4. Ensure that records of supplies and property are accessible to authorized personnel, balancing the need for access with confidentiality and privacy considerations.
5. Oversee the adoption of digital supply and property management systems to enhance accessibility and efficiency.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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