



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM NO. 968
Series of 2024

TO: Ms. Jessamine C. Ecleo

RE: Designation as Head for Procurement

FROM: DR. PROSE IVY. G YEPES
University President

DATE: December 18, 2024

As per recommendation by the Director for Administrative Services, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Procurement**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

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.

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

This designation will take effect **January 1, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF
File

OFFICE OF THE PRESIDENT

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Page 1 of 1
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