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Office of the President

30 January 2015

MEMORANDUM NO. 14

Series of 2015

T O: Ms. Alicia M. Flores — *aw* 1/30/15

R E: Designation as Head of Supply, Procurement, and Property Management Office (SPPMO)

By virtue to the authority vested in me by the VSU Board of Regents, you are hereby designated Head of the Supply, Procurement, and Property Management Office (SPPMO) and at the same time concurrent Head of the Property Management Office (PMO) effective February 1, 2015 until December 31, 2015 or unless sooner revoked or terminated by higher authorities.

As Head, you are expected to further improve the university procurement system and fast track the updating of records of all properties of the university through the application of technology and appropriate management strategies. In order to give ample time on your new designation, you are hereby relieved of your duties and responsibilities as Manager of the Apartelle, Colis and Lañada Cottages as well as the management of the VSU Spring Water and Internet projects.

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

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI	Deans
OVPAF	Directors
OVPPRGEA	Accounting
OVPRE	COA
OUS	Cash
ODAHRD/PRPEO	Registrar
ODF/Budget	Records
IASO	File