



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum No. 983**

Series of 2024

TO: **Dr. Elwin Jay V. Yu**

RE: **Designation as Vice President for Administration and Finance**

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, you are hereby designated as **Vice President for Administration and Finance**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assists the University President in accomplishing the university's vision and mission;
2. Supervises all matters relating to university finances, human resources, physical facilities development including the provision of IT resources, procurement, care and maintenance of buildings and grounds, sanitation and safety, employees' training and development as well as their compensation and benefits;
3. Updates management policies and guidelines in the management and utilization of University resources;
4. Endorses policies and guidelines relative to administration and financial matters of the University;
5. Evaluates/approves endorsement of administrative and financial documents of the University;
6. Ensures procurement procedures are within those which are required in the Republic Act 9184;
7. Coordinates the activities of planning, programming and implementation of infrastructure projects and supply and goods delivery;
8. Responsible for the creation of positive and dynamic work proactive approaches to satisfy the client satisfaction for outstanding service;
9. Supervises the university's administrative and financial personnel to ensure quality service;

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2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



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V05 06-06-2024  
No. 24-983

10. Provides operational guidance for the financial and administrative services/matters across all campuses;
11. Provides funding alternatives and solutions for new initiatives, programs, projects, services and other interests of the university;
12. Oversees the development of the strategic plan for administrative and financial programs/projects and assigns responsibilities for its implementation;
13. Works closely with other officials of the university in defining and shaping the strategic priorities and direction for the university;
14. Introduces development reforms and programs necessary for the improvement of administration and finance as well as addresses issues relative thereto;
15. Performs other duties as assigned by the University President.

As Vice President, 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.

cc: Unit Heads  
Office Directors  
Faculty Deans  
Chancellors  
Vice Presidents