



4 October 2021

MEMORANDUM CIRCULAR NO. 107
Series of 2021

**T O: College Deans, Center Directors, Administrative Directors, and
Heads of USHER, OUDRRM and ICTMC**


R E: Nomination of College/Center/USHER/OUDRRM/ICTMC Risk Managers

To further improve the quality risk management practices and processes of the Visayas State University, the University Risk Manager has to be assisted by Deputy Risk Managers (DRMs): one from each College (coordinate with the College Dean), one from USHER, one from OUDRRM and one from the ICTMC, one from each Research Centers, one from the ODAS, one from the Office of Finance and one from ODHRM, one from PPO. They will be Members of the Office of the University Risk Manager. The duties and responsibilities of the Deputy Risk Managers are as follows:

1. Plan and coordinate the conduct of assessments in their respective offices in coordination with the University Risk Manager to define and analyse possible risks (financial, legal, security, health, and others) the university may encounter;
2. Review and evaluate the gravity of each risk by considering its consequences;
3. Identify potential risk exposures, recommend solutions, implement approved programs, promote loss prevention, and update and monitor compliance of government statutory and regulatory provisions;
4. Develop risk management controls and systems and design processes to eliminate or mitigate potential risks;
5. Assist the President with the VSU Risk Manager in creating contingency plans to manage crises and help implement solutions and plans;
6. Partner with key stakeholders to develop and implement standards, processes, programs, and best practices related to risk management.
7. Prepare reports and present recommendations to appropriate bodies.
8. Do other tasks related to risk management.

Please submit the name of your nominees for the Deputy Risk Manager of your respective offices to the **Planning Office c/o Ms. Jansel Joi C. Villas** (janseljoi.villas@vsu.edu.ph) **on or before Friday, October 8, 2021**. The Office of the President will issue an appointment to the nominated Deputy Risk Managers.

Please be guided accordingly.


EDGARDO E. TULIN
President