



4 August 2023

MEMORANDUM NO. 774
Series of 2023

T O: Ms. Vivian V. Balbarino

R E: Designation as Head, Supply and Property Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Supply and Property Office effective August 7, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are directed to establish procedures and responsibilities for acquiring, maintaining, tracking, retiring and disposing of University property and abandoned/lost property. Likewise, you are to look into the real estate properties, building equipment, vehicles and all physical properties of the university. You have the following specific responsibilities:

1. Tag all inventoried items;
2. Record and maintain all inventory acquisitions and transactions in the University asset management database;
3. Coordinate and conduct physical inventories and internal/external audits with all campus departments, centers or units;
4. Coordinate the annual update of records
5. Process all property survey/transfer forms;
6. Prepare monthly inventory reconciliations;
7. Notify the University President, Information Security Management and Compliance Office of missing, lost or stolen items/media storage devices; and
8. Provide care, restitution, sale or destruction of unclaimed, lost, or abandoned property in the possession of the University.

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

Please be guided accordingly.


EDGARDO E. TULIN,
President

cc:	OVPAA	ODF/Budget	OUS	Deans
	OVPAF	IASO	Registrar	Directors
	OVPREI	Accounting	Records	
	OVPSAS	Cash	HRMO/RSPPRO	
	OVPPRGAS	COA	File	

OFFICE OF THE PRESIDENT

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