



24 February 2022

MEMORANDUM NO. 181

Series of 2022

T O: Atty. Rysan C. Guinocor

R E: Designation as Director for Administrative Services


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Administrative Services effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide leadership and management of units and personnel in providing efficient and effective administrative support relating to legal assistance, information, records, delivery and receipt of correspondence, supplies, equipment, inventory management procurement, collections, disbursement, security and custodial work;
2. Study and review existing administration systems, processes and procedures and introduce innovation for improvement;

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
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