



30 January 2023

**MEMORANDUM NO.** 229  
Series of 2023

**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 February 1, 2023 until December 31, 2023 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	Directors
	OVPAF	Records
	OVPREI	File
	OVPSAS	
	OVPPRGAS	
	OUS	
	ODHRM/RSPPRO	
	ODF/Budget	
	OHIA	
	Accounting	
	Cash	
	COA	
	Registrar	
	Deans	