



24 February 2022

MEMORANDUM NO. 182

Series of 2022

T O: Ms. Jessamine C. Ecleo
R E: Designation as Head for Procurement


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

As Head you are directed to:

1. Provide leadership in the implementation of the actual procurement of the university;
2. Supervise the staff assigned in the Procurement Unit;
3. Provide over-all management task for the functions of staff assigned in the Procurement Planning, BAC Secretariat and Contract Management and Monitoring Section;
4. Seat as Ex-Officio Member of the BAC Secretariat and in all Pre-bidding and Bidding activities.

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

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| cc: OVPAA | ODF/Budget | Deans |
| OVPAF | OHIA | Directors |
| OVPREI | Accounting | Records |
| OVPAS | Cash | ODHRM/RSPPRO |
| OVPPRGAS | COA | File |
| OUS | Registrar | |