



13 February 2023

**MEMORANDUM NO. 358**  
Series of 2023

**T O: Mr. Toni Marc L. Dargantes**

**R E: Designation as Assistant Risk Manager of VSU**


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Assistant Risk Manager of the Visayas State University effective January 3, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Assist the Risk Manager in performing all its duties and responsibilities.
2. Coordinate with the Deputy Risk Managers in the planning and the conduct of assessments to define and analyze possible risks (financial, legal, security, health, and others) the university may encounter.
3. Assist the Risk Manager in the consolidation of reports submitted by the Deputy Risk Managers to the University Risk Manager for submission to the appropriate bodies.

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	OVPARGAS	IASO	Registrar	File
	OVPAF	OUS	Accounting	Deans	
	OVPREI	ODAHRD/PRPEO	Cash	Directors	
	OVPAS	ODF/Budget	COA	Records	