



8 March 2022

MEMORANDUM NO. 396

Series of 2022

T O: Ms. Sheryl P. Simbajon

**R E: Designation as Head, Supply and Property Management,
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Supply Office, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 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 Campus property and abandoned/lost property. Likewise, you are to look into the real estate properties, building equipment, vehicles and all physical properties of the campus. You have the following specific responsibilities:

1. Tag all inventoried items;
2. Record and maintain all inventory acquisitions and transactions in the Campus 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 Chancellor, 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 Campus.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Villaba
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