

**MEMORANDUM NO.** 355  
Series of 2025

**TO:** Mr. Gerald M. Rivera

**RE:** Designation as Chief, Security and Safety Services

**FROM:** DR. PROSE IVY. G YEPES  
University President

**DATE:** February 12, 2025

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Chief, Security and Safety Services**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Establish and enforce security and safety protocols to ensure a secure environment for all stakeholders.
2. Ensure swift response to security and safety incidents, monitor resolution rates, and continuously improve response strategies.
3. Track key indicators such as incident reports, crime rate per capita, lost property cases, and stakeholder satisfaction to assess security effectiveness.
4. Implement and supervise traffic management initiatives to maintain order and safety within university premises.
5. Assign security teams strategically within campus to optimize response time and minimize incidents.
6. Oversee the availability, functionality, and regular maintenance of security and safety equipment, such as CCTV cameras, alarms, and emergency response tools.
7. Establish strong partnerships with the university DRM Office, LGU, and civic organizations for coordinated response during emergencies.
8. Organize training sessions and emergency drills to enhance preparedness among security personnel, employees, and students.
9. Lead inquiries into reported incidents, recommend corrective measures, and implement preventive strategies.
10. Regularly consult with students, employees, and visitors to gather feedback and improve security and safety services.
11. Carry out other duties as assigned by the Vice President for Administration and Finance and the University President

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

This designation in a holdover capacity will take effect **immediately until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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