



7 August 2023

MEMORANDUM NO. 788
Series of 2023

T O: Ms. Maria Roberta S. Miraflor

R E: Designation as OIC Head for Procurement Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head for Procurement effective August 7, 2023 until November 19, 2023 or unless sooner revoked or terminated by higher authorities.

As OIC 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

cc: OVPAA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPAS	Cash	HRMO/RSPPRO
OVPARGAS	COA	File
OUS	Registrar	