



22 June 2020

MEMORANDUM NO. 243
Series of 2020

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 July 1, 2020 until December 31, 2020 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

cc: OVPA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	ODAHRD/PRPEO
OVPPRGAS	COA	File
OUS	Registrar	