




MEMORANDUM NO. 336

Series of 2024

TO: **Dr. Elwin Jay V. Yu**

RE: **Designation as Vice President for Administration and Finance**

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 3, 2024**

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

1. Assists the University President in accomplishing the university's vision and mission;
2. Supervises all matters relating to university finances, human resources, physical facilities development including the provision of IT resources, procurement, care and maintenance of buildings and grounds, sanitation and safety, employees' training and development as well as their compensation and benefits;
3. Updates management policies and guidelines in the management and utilization of University resources;
4. Endorses policies and guidelines relative to administration and financial matters of the University;
5. Evaluates/approves endorsement of administrative and financial documents of the University;
6. Ensures procurement procedures are within those which are required in the Republic Act 9184;
7. Coordinates the activities of planning, programming and implementation of infrastructure projects and supply and goods delivery;
8. Responsible for the creation of positive and dynamic work proactive approaches to satisfy the client satisfaction for outstanding service;
9. Supervises the university's administrative and financial personnel to ensure quality service;
10. Provides operational guidance for the financial and administrative services/matters across all campuses;
11. Provides funding alternatives and solutions for new initiatives, programs, projects, services and other interests of the university;
12. Oversees the development of the strategic plan for administrative and financial programs/projects and assigns responsibilities for its implementation;

OFFICE OF THE PRESIDENT

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13. Works closely with other officials of the university in defining and shaping the strategic priorities and direction for the university;
14. Oversees the university MIS;
15. Introduces development reforms and programs necessary for the improvement of administration and finance as well as addresses issues relative thereto;
16. Performs other duties as assigned by the University President.

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

This designation will take effect on **May 6, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	Cash
	OVPAF	Registrar
	OVPPRGAS	ODF/Budget
	OVPREI	ODHRM/RSPPRO
	OVPSAS	OHIA
	OUS	Accounting
	Deans	COA
	Directors	
	Records	
	File	