



14 July 2020

MEMORANDUM NO. 330
Series of 2020

T O: Dr. Daniel Leslie S. Tan

R E: Designation as Risk Manager of the Visayas State University

By virtue of the authority vested in me by the VSU Board of Regents, and in addition to your designation as Director for Planning and Infrastructure Project Development and Monitoring, you are hereby designated as Risk Manager of the Visayas State University effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Plan and coordinate the conduct of assessments to define and analyze possible risks (financial, legal, security, health, and others) the University may encounter.
2. Review and evaluate the gravity of each risk by considering its consequences.
3. Identify potential risk exposures, recommend solutions, implement approved programs, promote loss prevention, and update and monitor compliance of government statutory and regulatory provisions.
4. Develop risk management controls and systems and design processes to eliminate or mitigate potential risks.
5. Assist the President in creating contingency plans to manage crises and help implement solutions and plans.
6. Partner with key stakeholders to develop and implement standards, processes, programs, and best practices related to risk management.
7. Prepare reports and present recommendations to appropriate bodies.
8. Do other tasks related to risk management.

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

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