



24 February 2022

**MEMORANDUM NO.** 201  
Series of 2022

**T O: Dr. Daniel Leslie S. Tan**

**R E: Designation as Vice President for Administration and Finance**

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 effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

Your office is tasked to do the following:

1. Update management policies and guidelines in the management and utilization of University resources;
2. Endorse policies and guidelines relative to administration matters of the University;
3. Evaluate/approve endorsement of administrative documents of the University;
4. Ensure procurement procedures are within those which are required in the Republic Act 9184;
5. Coordinate the activities of planning, programming and implementation of infrastructure projects and supply and goods delivery;
6. Oversee the university MIS.

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

Please be guided accordingly.

  
**EDGORDO E. TULIN**  
President

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