



24 November 2020

MEMORANDUM NO. 464

Series of 2020

T O: Mr. Gonzalo Edmund Gariando

R E: Designation as Procurement Officer, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Procurement Officer of the VSU Alangalang Campus effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Procurement Officer you are expected to:

1. Evaluate suppliers, products, and services, negotiate contracts, oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality.
2. Supervise staff, maintain positive supplier relations, evaluate supply options, approve purchases, and maintain accurate records.
3. Oversee and supervise employees and all activities of the purchasing department.
4. Prepare plans for the purchase of equipment, services and supplies.
5. Follow and enforce the university's procurement policies and procedures.
6. Review, compare, analyze, and approve products and services to be purchased.
7. Manage inventories and maintain accurate purchase and pricing records.
8. Maintain and update supplier information such as qualifications, delivery times, product ranges, etc.
9. Maintain good supplies relations and negotiating contracts.
10. Research and evaluate prospective suppliers.
11. Prepare budgets, cost analyses, and reports, and
12. Travel and perform other duties that the Head of Administration and Finance and the Campus Chancellor may assign.

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: OVPAF OPVREI Cash Div.
 OVPPRGAS SPPMO Records
 OVPA Accounting
 OVPSAS FMO/Budget Office