



11 December 2023

MEMORANDUM NO. 958
Series of 2023

T O: Dr. Edgardo E. Tulin

R E: Designation as OIC 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 OIC Vice President for Administration and Finance effective immediately until a new President shall have been appointed.

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

Please be guided accordingly.

DANIEL LESLIE S. TAN
OIC-President

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