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STATE UNIVERSITY

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MEMORANDUM NO. 286

Series of 2025

TO: **Engr. Andy Phil D. Cortes**

RE: **Designation as Director, Disaster Resilience and Management**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **February 3, 2025**

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 **Director, Disaster Resilience and Management**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Regularly reviews and updates the BOR-Approved Disaster Resilient Management Operations Manual to align with best practices, emerging risks, and university needs.
2. Ensures high-risk units have updated continuity plans, organizes and trains disaster-response teams, and implements campus-wide preparedness and evacuation plans.
3. Provides immediate relief services to affected employees and students while improving response times for rescue, relief distribution, and other interventions.
4. Ensures all buildings have early warning systems, improves lead times for hazard alerts, and expands the reach of warning notifications.
5. Leads disaster risk reduction training, conducts emergency drills, and ensures emergency preparedness kits are available.
6. Supports climate adaptation projects and engages employees and students in activities like tree planting, flood management, and drainage clean-ups.
7. Conducts awareness campaigns, integrates disaster resilience into academic programs, and enhances community understanding of disaster preparedness.
8. Secures funding for disaster resilience initiatives, ensures sustainability of projects, and forges partnerships with relevant agencies.
9. Performs other duties as may be assigned by the University President.

Anent to the above, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

OFFICE OF THE PRESIDENT

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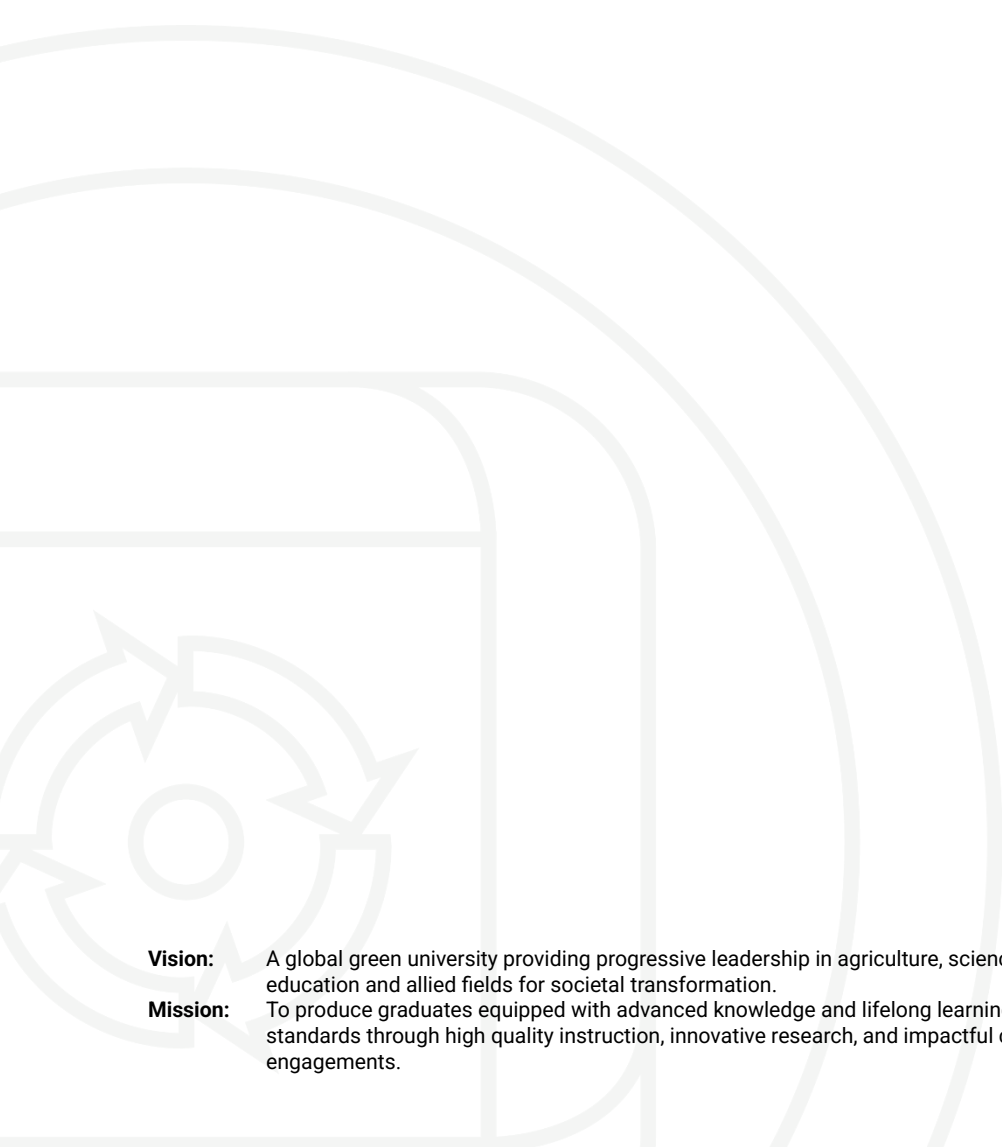


Page 1 of 2
FM-OOP-01
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This designation will take effect on **February 4, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: Unit Heads
 Office Directors
 Faculty Deans
 Chancellors
 Vice Presidents



Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.