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MEMORANDUM NO. 1070

Series of 2024

TO: **Atty. Rysan C. Guinocor**

RE: **Designation as Director, Administrative Services**

FROM:  **DR. PROSE IVY. G YEPES**
University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Director, Administrative Services**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead and manage the daily operations of the Administrative Services, ensuring efficient support across the university's various units and departments.
2. Establish and enforce departmental goals, objectives, policies, and priorities to enhance service delivery and operational efficiency.
3. Direct and oversee the administrative support team, including hiring, training, and conducting performance evaluations to maintain a high-performing workforce.
4. Act as a liaison between administrative staff and university management, facilitating effective communication and addressing administrative issues to support academic and operational functions.
5. Maintain compliance with university policies and government regulations, implementing necessary changes to increase efficiency and effectiveness within the administrative services.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



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