



31 January 2023

MEMORANDUM NO. 417
Series of 2023

T O: Ms. Maria Alva Athena S. Pundavela
R E: Designation as Head of Procurement, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Procurement, VSU Tolosa Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

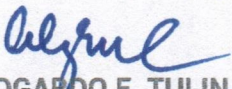
As Head you are directed to:

1. Provide leadership in the implementation of the actual procurement of the college;
2. Supervise the staff assigned in the Procurement Unit;
3. Provide over-all management task for the functions of staff assigned in the Procurement Planning, BAC Secretariat and Contract Management and Monitoring Section;
4. Seat as Ex-Officio Member of the BAC Secretariat and in all Pre-bidding and Bidding activities.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU-Tolosa	Deans
	OVPA	Directors
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Records
	ODHRM/OHRSPPR	File
	ODF/Budget	
	OHIA	