



Revising Copy

22 February 2021

MEMORANDUM NO. 109
Series of 2021

T O: Atty. Rysan C. Guinocor
R E: Designation as OIC, Director for Administrative Services


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Director for Administrative Services effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Provide leadership and management of units and personnel in providing efficient and effective administrative support relating to legal assistance, information, records, delivery and receipt of correspondence, supplies, equipment, inventory management procurement, collections, disbursement, security and custodial work;
2. Study and review existing administration systems, processes and procedures and introduce innovation for improvement;

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: OVPA A Directors
 OVPA F Records
 OVPREI File
 OVPSAS
 OVPPRGAS
 OUS
 ODAHRD/PRPEO
 ODF/Budget
 IASO
 Accounting
 Cash
 COA
 Registrar
 Deans

Revised by: JFT - 3/1/21