



8 March 2022

**MEMORANDUM NO. 370**

Series of 2022

**T O: Mr. Niño Zenas L. Urgel**  
**R E: Designation as Head, Security Office, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Security Office, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Monitors the duties and responsibilities of every security officer on post.
2. Facilitates the safety of the surroundings, facilities, and employees of the campus.
3. Updates the Chancellor about safety and other activities observed by the security officers.
4. Monitors the compliance of every security officer on the legal, professional duties, responsibilities, and obligations relating to security.
5. Monitors the management security systems.
6. Manages and directs the overall performance of all security officers.
7. Monitors accurate security records.
8. Ensures that the security officer on duty can interact and co-operate with all members of the institution, visitors, and clients/customers.

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-Villaba	OUS	Deans
	OVPA	ODHRM/OHRSSPR	Directors
	OVPAF	ODF/Budget	COA
	OVPREI	OHIA	Registrar
	OVPSAS	Accounting	Records
	OVPPRGAS	Cash	File