



22 June 2020

MEMORANDUM NO. 115

Series of 2020

T O: Dr. Remberto A. Patindol

R E: Designation as Vice President for Administration and Finance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Vice President for Administration and Finance effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

Your office is tasked to do the following:

1. Update management policies and guidelines in the management and utilization of University resources;
2. Endorse policies and guidelines relative to administration matters of the University;
3. Evaluate/approve endorsement of administrative documents of the University;
4. Ensure procurement procedures are within those which are required in the Republic Act 9184;
5. Coordinate the activities of planning, programming and implementation of infrastructure projects and supply and goods delivery;
6. Oversee the university MIS.

As Vice President, 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	Cash
	OVPAF	Registrar
	OVPPRGAS	ODF/Budget
	OVPREI	ODAHRD/PRPEO
	OVPSAS	IASO
	OUS	Accounting
	Deans	COA
	Directors	
	Records	
	File	