




MEMORANDUM NO. 451

Series of 2024

TO: **Engr. Marcelo T. Abrera Jr.**

RE: **Designation as Director for Planning and Infrastructure Project Development and Monitoring Office**

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

DATE: **May 22, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director for Planning and Infrastructure Project Development and Monitoring Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide leadership and supervision in the establishment or updating of the university master plan;
2. Actively lead in the annual assessment of master plan implementation vis-à-vis the strategic plans;
3. Assist the Vice Presidents in monitoring accomplishments of each unit based on the OPCR;
4. Monitor the overall performance of research and extension project plans in coordination with the OVPREI;
5. Lead in the gathering of year data and report of accomplishment, and convert the data into a readable Annual Report;
6. Coordinate with the University Integrated Media Center in the publication of the Annual Reports, Research and Development Reports and other reports needed by the government;
7. Ensure that annual reports and data needed by CHED, DBM and NEDA are provided on time.

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

This designation will take effect on **May 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.