



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte
Philippines

Office of the President

28 October 2002

MEMORANDUM NO. 250

Series of 2002

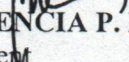
T O: Mr. Jubelmar T. Buba

R E: Designation as Physical Plant Officer, LSU-Isabel Campus

By virtue of the authority vested in me by the Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Daniel M. Tuftud, Jr., you are hereby designated Physical Plant Officer effective November 1, 2002 until October 31, 2003 or unless sooner terminated or revoked by higher authorities. The responsibilities of this designated position are as follows:

1. Conducts periodic inspection of physical facilities such as buildings, motor vehicles and other mechanical equipment, electrical and water supply to determine its serviceability and need of preventive maintenance;
2. Attends and programs requests of other units/departments of the College;
3. Assists evaluation on bid proposals;
4. Supervises construction projects undertaken by private contractors;
5. Evaluates projects accomplishments for progress billing;
6. Review and checks agency cost estimates;
7. Prepares and submit reports needed by higher offices;
8. Performs other functions as may be assigned by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Department Heads
College Secretary
Division Chief, ASD
Division Chief, AFSD
Division Chief, RDED
SPMD Officer
PDO
Records