




MEMORANDUM NO. 453

Series of 2024

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

RE: **Designation as Head for Infrastructure Project Development Management 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 **Head for Infrastructure Project Development Management and Monitoring Office**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Initiate the planning, design, execution, monitoring, controlling and closure of all infrastructure projects;
2. Define the scope of work include activity plans, schedule and resource, with the time and cost estimates and proposed the budget;
3. Establish systematic documentation of the projects and reports of progress;
4. Identify risks and make risk analysis, manage risk and related issues, and communicate these risks in the proposal submitted during the budget call by DBM and NEDA;
5. Lead and/or coordinate with units needing a feasibility study of planned projects that require multi-year implementation; and submit the results to DBM and NEDA for inclusion in the University Budget;
6. Coordinate with the Physical Plant Office Director on the implementation of Infrastructure Projects and make reports on its implementation to the VP PRGAS;
7. Assist in the Inspectorate Team in monitoring all on-going Infrastructure projects and assist in submission of team report;
8. Act a member of the University Inspectorate Team.

As Head, 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.