



22 June 2020

**MEMORANDUM NO. 199**  
Series of 2020

**T O: Engr. Mario Lilio P. Valenzona**

**R E: Designation as Head, Building and Housing Maintenance**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head for Building and Housing Maintenance in your con-current capacity as Director of Physical Plant effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the PPO Director in planning, implementation and monitoring of all renovations, repair and maintenance activities:
  - a. Buildings and Facilities
  - b. Roads and Drainage System
  - c. Potable Water Source and Distribution Lines
  - d. Sewerage System
2. Recommend to the PPO Director the repair and maintenance activities for budget approval.
3. Supervise in the implementation of repair and maintenance activities.

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