



22 January 2024

MEMORANDUM NO. 82
Series of 2024

T O: Ms. Marjorie B. Escuadra

R E: Designation as Project Manager of the VSU Accommodation Units
(Hostel, Apartelle, Core Values Cottages and Seafront Executive Suite)

By virtue vested in me by the VSU Board of Regents and as recommended by the Head, DTHM, you are hereby designated as Project Manager of the VSU Accommodation Units effective February 1, 2024 until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

Your responsibilities shall include:

1. Managing and supervising the VSU Accommodation by IGP policies.
2. Submit detailed monthly project reports outlining sales and expenses.
3. Remit daily collections when applicable, especially when they reach P500.00.
4. Present accomplishments during the regular annual IGP Review.

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

DANIEL LESLIE S. TAN
OIC President

cc: Dr. D. O. Ferraren, VPPRGAS & Chairman, IGP BOM
Dr. B. S. Belonias, VPAA
Dr. M. N. V. Serioño, Dean, CME
Mr. R. G. Omega, Head, DTHM
Ms. H. S. V. Colis, Dir., HRMO
Dr. A. G. P. Lambert
Apartelle
Hostel
Core Value Cottages
Seafront Executive Suite
Records
File