



7 April 2017

MEMORANDUM NO. 229

Series of 2017

T O: Engr. Marlon G. Burlas

**R E: Designation as Head, Heavy Equipment and Light Vehicles Maintenance Unit
and Water, Sewerage System Maintenance Unit**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Heavy Equipment and Light Vehicles Maintenance Unit (HELVMU) and the Water, Sewerage System Maintenance Unit (WSSMU) effective immediately until December 31, 2017 or unless sooner revoked or terminated by higher authorities. In addition, you shall also take charge of the dispatching of vehicles.

As Head, 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: OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
HELVMU
IASO
Accounting
COA
Cash
Registrar
Records
File