



12 May 2021

MEMORANDUM NO. 435

Series of 2021

T O: Dr. Reynaldo V. Mollejon

**R E: Designation as Head, Planning and Infrastructure Management,
VSU-Villaba Campus**

In view of the retirement of Prof. Antonio G. Rojas on June 4, 2021 and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Planning and Infrastructure Management, VSU-Villaba Campus effective May 15, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide leadership and supervision in the establishment or updating of the campus master plan;
2. Actively lead in the annual assessment of master plan implementation vis-à-vis the strategic plans;
3. Take charge in implementation of infrastructure projects in the campus;
4. Provide periodic reports of on-going infrastructure projects to Head of GSD or the University President.

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: VSU-Villaba	Cash
OVPAA	COA
OVPAP	Registrar
OVPREI	Deans
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ODHRM/OHRSSPR	
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