



31 January 2023

**MEMORANDUM NO.** 380  
Series of 2023

**T O: Engr. Jeffrey B. Dagami**

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

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 Alangalang Campus effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.


As Head, you are directed to:

1. Assist the Chancellor in planning and implementation of proposed projects.
2. Supervise and monitor the implementation of repair and maintenance activities.
3. Prepare the master plan for the physical development of the campus based on the established Land Use Plan.
4. Advise, assist and coordinate campus development planning efforts.
5. Update the Land Use Plan and establish standards for campus development, infrastructure, building, housing, open space, and other physical facilities.
6. Implement inventories of land use, and physical infrastructure and assess human resources and financial resources to support the implementation of development plans.
7. Maintain a list of physical development plans for possible financing from donors or government funds.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULINA**  
President

cc:	VSU-Alangalang	OVPPRGAS	Accounting	Deans
	OVPA	OUS	Cash	Directors
	OVPAF	ODHRM/OHRSPPR	COA	File
	OVPREI	ODF/Budget	Registrar	
	OVPSAS	OHIA	Records	