



30 January 2023

**MEMORANDUM NO.** 238  
Series of 2023

**T O: Mr. Roden D. Troyo**

**R E: Designation as Head, Grounds and Landscape Maintenance**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Grounds and Landscape Maintenance 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 PPO Director in planning, implementation and monitoring of all repair and maintenance activities:
  - a. Landscape
  - b. Cleanliness of Roads and Grounds
  - c. Garbage Collection
2. Recommend to the PPO Director the repair and maintenance activities for budget approval;
3. Supervise 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
	ODHRM/RSPPRO	
	ODF/Budget	
	OHIA	
	Accounting	
	Cash	