



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



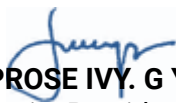
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MEMORANDUM NO. 1074

Series of 2024

TO: **Atty. Rysan C. Guinocor**

RE: **Designation as Head, Janitorial and Messengerial Services**

FROM: **DR. PROSE IVY. G YEPES**

University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Head, Janitorial and Messengerial Services**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead the development and implementation of efficient janitorial policies and procedures to ensure the cleanliness and maintenance of university facilities.
2. Supervise the coordination and execution of messengerial tasks, including the delivery and receipt of documents and packages, to support university operations.
3. Ensure that all janitorial and messengerial practices comply with relevant laws, regulations, and university policies, maintaining a safe and efficient environment.
4. Oversee the recruitment, training, and performance evaluation of janitorial and messengerial personnel, fostering a culture of professionalism and accountability.
5. Oversee the adoption of digital systems to enhance the efficiency and tracking of janitorial and messengerial services.
6. Establish mechanisms to evaluate and monitor the quality of janitorial and messengerial services, ensuring they meet established standards and university expectations.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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FM-OOP-01
V05 06-06-2024
No. 24-1074