



24 January 2023

**MEMORANDUM NO.** 104  
Series of 2023


**T O:** Engr. Phloem D. Galupo

**R E:** Designation as ISO Focal Person for Physical Plant Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **ISO Focal Person for Physical Plant Office** effective January 1, 2023 until December 31, 2023. As such you are to exercise the following functions:

1. Assist the Director in the implementation of ISO related activities of the office;
2. Spearhead in the implementation and monitoring of the proposed system/systemic resolution to the major NCs of the management of the physical facilities;
3. Coordinate with the different units of PPO with regards to the implementation and monitoring of the proposed system/systemic resolution to the major NCs of the management of the physical facilities.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President *ok 1/25/23*