



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO. 554**  
Series of 2024

**TO: Engr. Marlon G. Burlas**

**RE: Designation as Director for Physical Plant Office**

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

**DATE: July 1, 2024**

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

1. Exercise overall leadership in the supervision and innovation of all repairs and maintenance conducted in the University;
2. Spearhead in planning, prioritization, implementation and monitoring of all repair and maintenance activities;
3. Review and evaluate maintenance activities;
4. Recommend all repair and maintenance activities to the Vice President for Administration and Finance for budget allocation.

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

This designation will take effect on **July 2, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF

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**OFFICE OF THE PRESIDENT**

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