



22 February 2021

MEMORANDUM NO. 125
Series of 2021

T O: Mr. Roden D. Troyo *Handwritten signature*
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 March 1, 2021 until December 31, 2021 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.

Handwritten signature
EDGARDO E. TULIN
President

cc: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODAHRD/PRPEO
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Deans
Directors
Records
File