



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**




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**MEMORANDUM NO. 1075**

Series of 2024

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

RE: **Designation as Director, General 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 **Director, General 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 policies and procedures to ensure the smooth operation of university services, including facilities management, maintenance, and support services.
2. Supervise the maintenance and upkeep of university buildings and grounds, ensuring a safe and conducive environment for students, faculty, and staff.
3. Ensure that all general services practices comply with relevant laws, regulations, and university policies, maintaining a safe and efficient environment.
4. Oversee the recruitment, training, and performance evaluation of general services personnel, fostering a culture of professionalism and accountability.
5. Oversee the adoption of digital systems to enhance the efficiency and tracking of general services operations.
6. Establish mechanisms to evaluate and monitor the quality of general 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. 24-1075