



24 June 2022

MEMORANDUM NO. 560
Series of 2022

T O: Mr. Antonio N. Fornillos, Jr.
R E: Designation as Dormitory Manager, VSU Tolosa Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Dormitory Manager, VSU Tolosa Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

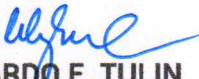
As Manager, you are directed to:

1. Provides the overall physical management of the student and employees housing accommodations.
2. Coordinates with the ODSAS and OPIM regarding the physical maintenance of the student dormitories and regular check up of the safety and security of the building.
3. Conducts surveys on students, faculty and staff accommodation facilities requiring new construction, renovation, modernization or other corrections and improvements.
4. Identifies and reports deficiencies on accommodation facilities requiring new construction, renovation, modernization or other corrections and improvements.
5. Initiates the planning for operation, maintenance, repairs and alterations, and improvements.
6. Leads in the translation of plans and programs into financial requirements.
7. Budgets the application of funds (rental or maintenance fees) and other staff resources to the operation and maintenance of housing facilities.
8. Monitors the assignment and use of housing units.
9. Studies the rental and use of housing units and period adjustments of rates required.
10. Leads in the regular habitability inspections and make report of inspections.
11. Monitors implementation of agreement in the contract of occupancy.
12. Coordinates with the General Services office on the continuous implementation of repairs and maintenance of facilities.
13. Provides the administration the data on the right use and abuse of housing facilities as agreed in the Housing Rules and Regulations.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Tolosa
OVPA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
OUS
ODHRM/OHRSPPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
File