



27 June 2022

MEMORANDUM NO. 573
Series of 2022

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| Engr. Nilo L. Leorna | - Chairperson, CET-TVET |
| Mr. Lorbert G. Mazo | - Co-Chairperson, DABE |
| Mr. Daniel C. Lor | - Member, DMet |
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| Mr. Carlo Jimm M. Bagarinao | - Member, DGE |
| Mr. Dionesio I. Estupa | - Member, DCST |
| Mr. Emmanuel L. Lesidan | - Member, DME |
| Mr. Felix C. Abanera | - Member, DMet |
- R E:** **College Equipment Utilization, Inventory and Maintenance Committee of the College of Engineering and Technology**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean, College of Engineering, you are hereby designated to constitute the College Equipment Utilization, Inventory and Maintenance Committee of the College of Engineering and Technology effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

The committee shall perform the following:

1. Conduct regular and special meetings to evaluate the implemented plans and programs, and discuss relevant issues.
2. Review committee's performance during the preceding year and prepare updated plans for implementation.
3. Recommend to the College Dean and/or department heads best practices, policies and guidelines related to equipment utilization, inventory and maintenance.
4. Update regularly the College Master List of Equipment reflecting status and whereabouts, among others.
5. Present and/or submit annual accomplishment report to the Office of the College Dean.
6. Perform other related functions as deemed necessary by the College Dean.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPAA
CET
Records
File