



2 October 2018

MEMORANDUM NO. 341
Series of 2018

To: **Engr. Mario P. Valenzona**

Re: **Urgent Repair of Conference Venues and Lodging Facilities**

In view to the hosting of the university to the upcoming Asian Association of Agricultural Colleges and Universities (AAACU) 22nd Biennial Conference and General Assembly Meeting on Oct. 14-18, 2018, you are directed to actively spearhead the repair or refurbishment of the following facilities:

- CCE Bldg – painting, CRs, and stage
- RDE Hall – Stage, Break-up rooms, CRs
- Hostel - CRs
- Apartelle - CRs
- VSU Guest House – Dirty Kitchen, CRs
- SeaFront Suites and Garden Resort – CRs
- Convention Center - CRs

As the Director of the GSD, utilize and effectively manage the concerned GSD personnel to promptly accomplish the repair works.

For your compliance.


EDGARDO E. TULIN
President