



30 January 2023

**MEMORANDUM NO.** 235

Series of 2023

**T O: Engr. Marlon G. Burlas**

**R E: Designation as Head, Power Plant and Electrical Services**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Power Plant and Electrical Services effective February 1, 2023 until December 31, 2023 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. Power Plant
  - b. Electrical distribution lines and transformers
  - c. Street lightings
  - d. Building and other facilities electrical wiring installation and fixtures
  - e. Fire Safety Equipment
  - f. Laboratory equipment and instruments
  - g. Sound System
2. Recommend to the PPO Director the repair and Maintenance activities for budget approval;
3. Supervise in 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.

**EDGARDO E. TULIN**  
President

cc:	OVPA	OHIA	File
	PAF	Accounting	
	PREI	Cash	
	PSAS	COA	
	PPRGAS	Registrar	
	OUS	Deans	
	ODHRM/RSPPRO	Directors	
	ODF/Budget	Records	