



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 555
Series of 2024

TO: Engr. Mario Lilio P. Valenzona

RE: Relief from Designation as Director, Physical Plant Office and Smooth Facilitation of the Turnover of Pertinent Documents, Accomplishment Reports, and Duties and Responsibilities Inherent to the Office

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: July 1, 2024

I wish to convey my sincere gratitude for the valuable services you have extended and for the knowledge, competence, and skills you have shared and contributed to the office and to the university as the Director for Physical Plant Office.

In view of the significant appointment of **Engr. Marlon G. Burlas** as the **new Director for PPO**, you are hereby relieved from your designation as such **effective July 2, 2024**.

Moreover, you are requested to facilitate a smooth and proper turnover of pertinent documents, accomplishment reports, and duties and responsibilities inherent to the office the soonest time possible.

For your information and usual support.

cc: OVPAF
Records
File

OFFICE OF THE PRESIDENT

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