



VISAYAS
STATE UNIVERSITY


OFFICE OF THE
PRESIDENT



MEMORANDUM NO. 953
Series of 2025

TO: Engr. Eric E. Sajulga

RE: Designation as Unit Head, Power Plant and Electrical Services

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: July 8, 2025

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Director, GenSO, you are hereby designated as **Unit Head, Power Plant and Electrical Services**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

- Assist the GenSO Director in planning, implementation and monitoring all maintenance activities, budget for rewiring, repair & maintenance and prioritization.
- Supervise PPES personnel for conducting repair, rewiring and maintenance of electrical utilities and equipment
- Enforcing electrical safety and ensuring works complies with electrical codes and standards.
- Conduct electrical inspection and safety check to all electrical installation, maintenance and other electrical utilities.
- Document all maintenance works carried out in line with ISO standards and procedures.

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

This designation will take effect immediately **until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: GenSO