



22 February 2021

**MEMORANDUM NO. 151**  
Series of 2021

**T O: Prof. Argina M. Pomida** — *✓ 2-1-21*

**R E: Designation as Head, Office of the Student & Employee Housing Accommodation**

In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head, Office of the Student & Employee Housing Accommodation effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide the overall physical management of the student and employees housing accommodations;
2. Coordinate with the Office of the Vice President for Student Affairs and Community Services regarding the physical maintenance of the student dormitories and regular check up in the safety and security of the building;
3. Conduct surveys on students, faculty and staff accommodation requirements;
4. Identify and report deficiencies of accommodation facilities requiring new construction, renovation, modernization or other corrections and improvements;
5. Initiate the planning for operation, maintenance, repairs, alterations, and improvements;
6. Lead in the translation of plans and programs into financial requirements;
7. Budget the application of funds (rental or maintenance fees) and staff resources to the operation and maintenance of housing facilities;
8. Monitor the assignment and use of housing units;
9. Study the rental and leasing of housing units and periodic adjustments of rates as required;
10. Lead in the regular habitability inspections and make report of the inspection;
11. Monitor implementation of agreement in the contract of occupancy;
12. Coordinate with the General Service Division on the continuous implementation of repairs and maintenance of facilities;
13. Provides the administration the data on the right use or abused of housing facilities as agreed in the Housing Rules and Regulations.

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: OVPAF  
OVPA  
OVPREI  
OVPPRGEA  
OVPSAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODAS  
Accounting  
ODHRM/RSPPRO  
COA  
IASO  
ODQA  
Records  
File