



22 June 2020

MEMORANDUM NO. 193
Series of 2020

T O: Engr. Apolonio M. Encierto

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 July 1, 2020 until your retirement 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

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|-----|--------------|------------|------|
| cc: | OVPAA | IASO | File |
| | OVPAF | Accounting | |
| | OVPREI | Cash | |
| | OVPASAS | COA | |
| | OVPPRGAS | Registrar | |
| | OUS | Deans | |
| | ODAHRD/PRPEO | Directors | |
| | ODF/Budget | Records | |