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**Memorandum No. 532**  
Series of 2024

**TO:** Engr. John Christian L. Gaviola  
Engr. Jessie B. Corrales  
Engr. John Allan A. Gulles  
Engr. Andy Phil D. Cortes

**RE:** Constitution of the Taskforce for the Damage Assessment and Repair Efforts of the Department of Department of Arts, Languages, and Literature (DALL) and the Department of Philosophy and Social Sciences (DPSS)

**FROM:**  **PROSE IVY G. YEPES, EdD**  
University President

**DATE:** June 7, 2024

With the aforementioned faculty members from the Department of Civil Engineering, a taskforce is hereby constituted to spearhead the conduct of the survey, assessment, proposed design and estimate of repair works in the Department of Arts, Languages, and Literature (DALL) and the Department of Philosophy and Social Science.

Specifically, the work of the taskforce includes, but not limited to:

1. Thoroughly inspect the affected buildings, classrooms, laboratories, and dormitories to identify the extent and nature of the damage.
2. Assess the structural integrity, electrical systems, roofing, and any other affected building components.
3. Document the findings through detailed reports, photographs, and measurements.
4. Develop detailed repair designs and plans for the damaged structures, taking into account safety, functionality, and compliance with relevant building codes and regulations.
5. Estimate the required materials, labor, and associated costs for the proposed repair work.
6. Provide a comprehensive repair program with a timeline for the completion of the work.
7. Assess the extent of the damage to the roofing systems that are causing water leaks and affecting the electrical lines.

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V05 06-06-2024  
No. **24-532**

8. Develop solutions to address the roofing issues, including potential replacement or repair, to prevent further water damage.
9. Ensure that the electrical systems affected by the water leaks are properly repaired or replaced to restore safe and reliable service.
10. Advise the administration on the most effective and cost-efficient repair strategies.
11. Recommend measures to enhance the resilience and sustainability of the repaired structures, including the incorporation of energy-efficient and environmentally-friendly technologies.
12. Assist in the development of long-term maintenance and monitoring plans to prevent future damage.

You are entitled to the privileges granted and the and the responsibilities attached to the position subject to pertinent policies. Service Credits will also be granted accordingly.

This designation will take effect on June 10, 2024 until August 10, 2024 or unless sooner revoked.

Please be guided accordingly.

cc: File  
Records Office  
VPAF