



# Visayas State University

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## Office of the President

29 February 2016

MEMORANDUM NO. 78  
Series of 2016

**T O: Dr. Roberto C. Guarte**

**R E: Designation as Project Manager**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Project Manager for the on-going construction of new engineering building and the repair of the old Library building effective immediately until the completion of the said projects or unless sooner revoked or terminated by higher authorities.

With GSD staff as members of the construction team, you will take the lead in the following activities:

- Development of design for conversion of the old Library into class and lecture rooms
- Formulation of estimates and budget of the construction
- Planning, coordination and direction of all aspects of the construction process ensuring timely and cost-effective completion

As Project Manager, 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: OVPI  
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