



13 July 2020

**MEMORANDUM NO. 324**  
Series of 2020

**T O: Dr. Daniel Leslie S. Tan - Chairperson**  
**Engr. Mario Lilio P. Valenzona - Vice Chairperson**  
**Arch. Elvin A. Cabañero - Member**  
**Arch. Raffy Andrew G. Loreto - Member**  
**Ms. Louella C. Ampac - Member**


**R E: University Inspectorate Team for the Infrastructure Projects of VSU**

With Dr. Daniel Leslie S. Tan as Chairperson you are hereby directed to constitute the University Inspectorate Team for the Infrastructure Projects of the university effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

The following are the duties and responsibilities of the Inspectorate Team:

1. Be informed of the different Infrastructure projects of the University, both in the Main Campus and in the Component Colleges.
2. Make regular inspection on the progress of the infrastructure projects.
3. Verify the truthfulness of the contractor's report.
4. Provide the appropriate budget-cost or estimate to be paid and released for payment.
5. Inspect the quality of work and ensure that the project implementation follows the agreed design or officially approved modifications via Variance Order.
6. Directly submit the inspection reports to the Office of the President and a copy-furnished the Office for Planning, Resource Generation and Auxiliary Services.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPPRGAS