



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT




MEMORANDUM NO. 1063

Series of 2024

TO: **Ar. Raffy Andrew G. Loreto**

RE: **Designation as Head, Building and Housing Maintenance**

FROM:  **DR. PROSE IVY G. YEPES**
University President

DATE: **December 27, 2024**

As per recommendation by the Vice President for Administration and Finance, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Building and Housing Maintenance**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the PPO Director in planning, implementation and monitoring all maintenance activities, budget for repair and maintenance and prioritization;
2. Supervise BHW personnel for conducting repair and maintenance activities;
3. Monitor and update occupancy permit for all university facilities and building.

As OIC Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF
OVPPRGAS
File

OFFICE OF THE PRESIDENT

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