



13 September 2023

MEMORANDUM NO. 879
Series of 2023

T O: Mr. Rolando Tan

R E: Designation as In-charge in Garbage Collection and Segregation, Maintenance of Cleanliness and Orderliness of Road Networks, Pedestrian Lanes

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-charge of Garbage Collection and Segregation, Maintenance of Cleanliness and Orderliness of Road Networks and pedestrian Lanes, and as dDRC for GLM Unit of PPO, effective September 15, 2023, until December 31, 2023, or unless sooner revoked or terminated by higher authorities.

As In charge, you are directed to assist the Head of the Grounds and Landscape Maintenance Unit of PPO to:

1. Coordinate with garbage collectors for the collection, proper segregation, recycling, and disposal of solid waste.
2. Ensure that trash bins are appropriately labelled, well-maintained, and placed in a strategic location visible enough to be seen by VSU residents, students, and other stakeholders.
3. Ensure all university road networks, facades, covered walks, pathways, and other known routes are well-maintained and free from obstructions and littering, such as tree branches, leaves, and other waste.
4. Assist the VSU Administration in securing necessary permits and other required regulatory documents by LGU for sanitary landfill disposal.
5. Serve as dDRC for GLM Unit of PPO.

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

cc: PPO
GLMU
Records
File

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