



22 June 2020

**MEMORANDUM NO. 190**  
Series of 2020

**T O: Engr. Mario Lilio P. Valenzona**  
**R E: Designation as Director for Physical Plant**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Physical Plant effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Exercise overall leadership in the supervision and innovation of all repairs and maintenance conducted in the University;
2. Spearhead in planning, prioritization, implementation and monitoring of all repair and maintenance activities;
3. Review and evaluate maintenance activities;
4. Recommend all repair and maintenance activities to the Vice President for Administration and Finance for budget allocation.

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:	OVPA	Deans
	OVPAF	Directors
	OVPREI	Deans
	OVPSAS	Records
	OVPPRGAS	File
	OUS	
	ODAHRD/PRPEO	
	ODF/Budget	
	IASO	
	Accounting	
	Cash	
	COA	
	Registrar	