VISAYAS STATE UNIVERSITY | **OFFICE OF THE PRESIDENT**

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2 January 2024

MEMORANDUM NO. _____ 11
Series of 2024

T   O: **Mr. Bon Anthony F. Costillas**

R   E: **Designation as Adviser of the Boys' Dormitory, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by Dr. Maria Jehan P. Libre, Chancellor of VSU Villaba, you are hereby designated as Adviser of the Boys' Dormitory of VSU Villaba effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

You are specifically tasked to do the following:

1.   Provides the overall physical management of the Boys' dormitory;
2.   Coordinates with the Office of the Director for Student Affairs and Services regarding the physical maintenance of the student dormitories and regular check up in the safety and security of the building;
3.   Conducts surveys on accommodation facilities requiring new construction, renovation, modernization or other corrections and improvements;
4.   Identifies and reports deficiencies or accommodation facilities requiring new construction, renovation, modernization or other corrections and improvements;
5.   Initiates the planning for operation, maintenance, repairs, alterations, and improvements;
6.   Monitors the assignment and use of the dormitory.
7.   Studies and rental, maintenance fees, and use of the dormitory and periodic adjustments of rates required.
8.   Leads in the regular habitability inspections and make report to the inspections;
9.   Monitors implementation of agreement in the application of occupancy;
10. Coordinates with the of the General Services office on the continuous implementation of repairs and maintenance of facilities.

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

This supersedes previous issuances on the same subject.

For compliance.

DANIEL LESLIE S. TAN
OIC President

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Page 1 of 2
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V4 05-09-2023
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