



22 May 2023

**OVPPRGAS MEMORANDUM NO. 02
Series of 2023**

TO : Deans, Directors, Heads, Chancellors
RE : Memo for CR Repair/Renovation/Construction

The University has submitted a project proposal for the repair/renovation/construction of university comfort rooms including PWD provisions to DBM for funding since 2019. However, the proposal was dropped in the list of priority projects as there are no details of what comfort rooms will be repaired/renovated/constructed. DBM requires that each comfort room should have an individual detailed designed and cost estimate.

In this regard, the planning office together with the Infrastructure Development Office will conduct an inventory of all CRs that needs repair/renovation/construction in the main campus and component colleges. Together with this memo is the CR Repair Inventory Form that the Planning and Infrastructure Development Office needs to identify the facilities that needs repair/renovation/construction. Please submit the form to the Planning Office on or before **June 9, 2023**. Staff of the Infrastructure Development Office will conduct site ocular inspection of your CRs for the creation of the detailed design and cost estimates.

For your guidance.

DILBERTO O. FERRAREN
*VP for Planning, Resource
Generation & Auxiliary Services*

Department/Unit/Office/Center Header

Comfort Room Repair/Renovation/Construction Information Form

Dept./Office/Unit/Center	Contact Person & Email Address	Building	No. of CRs for Inspection	Remarks
<i>Ex: Planning Office</i>	<i>Engr. Arnel B. Diendo arnel.diendo@vsu.edu.ph</i>	<i>Admin Building</i>	<i>1</i>	<i>No PWD provision and dilapidated</i>

Prepared by:

Noted by:

Dept. Head/Unit Head/
Dean/Director/Chancellor

Vice President

Department/Unit/Office/Center Footer