



VISAYAS
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OFFICE OF THE
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MEMORANDUM NO. 1109

Series of 2024

TO: **Mr. Roden D. Troyo**

RE: **Designation as Head, Ground Maintenance and Landscaping**

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

DATE: **December 27, 2024**

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

1. Manage the upkeep, beautification, and functionality of the university's outdoor spaces, including lawns, gardens, pathways, and recreational areas.
2. Direct and coordinate staff responsible for landscaping, gardening, and grounds maintenance to ensure timely and quality work.
3. Implement eco-friendly practices, including proper waste management, water conservation, and sustainable landscaping techniques.
4. Develop and oversee landscaping projects, ensuring alignment with the university's aesthetic and functional goals while staying within budget and timelines.

Anent to this, 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.

OFFICE OF THE PRESIDENT

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FM-OOP-01
V05 06-06-2024
No. 24-1109