



9 November 2020

MEMORANDUM NO. 456

Series of 2020

T O: Engr. Marlon G. Burlas

R E: Designation as OIC Director for Physical Plant

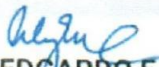
In view of recent developments wherein there are urgent issues to be worked on especially preparations for the surveillance and audit and the year is almost to end but the designated Director cannot yet personally report to the office and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Director for Physical Plant effective today, November 9, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As OIC Director, you are directed to:

1. To work with other units under PPO on all the findings during the ISO 9001:2015 External Audit last February 20, 2020 and the findings during the internal audit last September 2020. Said findings should be fully complied and/or closed before the surveillance audit early next year.
2. Exercise overall leadership in the supervision and implementation of all programmed infrastructure projects and repair and maintenance of university physical facilities.
3. Facilitate, in coordination with other units of the university, the needed planning, prioritization, implementation and monitoring of all infrastructure, repair and maintenance activities;
4. Performs leadership and managerial functions to ensure effective performance of the mandated functions of the Physical Plant Office.

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: Engr. M.L. P. Valenzona
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