



5 September 2023

MEMORANDUM CIRCULAR NO. 137
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**T O: All Vice Presidents, Center Directors, Chancellors,
Department /Office & Unit Heads**

R E: Electrical Connection of VSU Buildings and Other Infrastructures

Due to the recent incident at the Department of Plant Breeding and Genetic Resources in which the building almost caught fire, I immediately instructed the Physical Plant Office (PPO) to conduct a thorough check-up of circuit breakers/panels, electrical wirings and other related electrical connections of VSU buildings and infrastructures.

PPO presented their inspection report and the electrical engineers labeled Priority Rank 2 to all buildings/infrastructures that they have inspected. This means that the present condition of the facility is likely to lead to serious deterioration and therefore requires higher future repair costs if not addressed between the next 1-2 years. Furthermore, most of the buildings need electrical maintenance to correct the above-mentioned deficiencies.

While the administration is doing its best to source out funds to rehabilitate the present electrical wiring condition of our infrastructures as this will cost the university huge budgetary requirements, you are advised the following:

1. Consult PPO for electrical assessment upon installation of new office and laboratory equipment;
2. Do not install any electrical connection in addition to the present set-up as this may imbalance the electrical loading that may overstress the circuit breakers;
3. Immediately consult the PPO for any observed electrical malfunction; and
4. Make sure that there is a standby functional fire extinguisher in the unit that can be used in case of any emergencies.

For your guidance and strict compliance.

EDGARDO E. TULIN
President