



30 January 2023

**MEMORANDUM NO.** 231  
Series of 2023

**T O: Engr. Mario Lilio P. Valenzona**  
**R E: Designation as Director for Physical Plant**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Physical Plant effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Exercise overall leadership in the supervision and innovation of all repairs and maintenance conducted in the University;
2. Spearhead in planning, prioritization, implementation and monitoring of all repair and maintenance activities;
3. Review and evaluate maintenance activities;
4. Recommend all repair and maintenance activities to the Vice President for Administration and Finance for budget allocation.

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:	OVPAA	Deans
	OVPAF	Directors
	OVPREI	Deans
	OVPASAS	Records
	OVPARGAS	File
	OUS	
	ODHRM/RSPPRO	
	ODF/Budget	
	OHIA	
	Accounting	
	Cash	
	COA	
	Registrar	