



30 January 2023

MEMORANDUM NO. 237
Series of 2023

T O: Engr. Mario Lilio P. Valenzona

R E: Designation as Head, Building and Housing Maintenance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head for Building and Housing Maintenance in your con-current capacity as Director of Physical Plant effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the PPO Director in planning, implementation and monitoring of all renovations, repair and maintenance activities:
 - a. Buildings and Facilities
 - b. Roads and Drainage System
 - c. Potable Water Source and Distribution Lines
 - d. Sewerage System
2. Recommend to the PPO Director the repair and maintenance activities for budget approval.
3. Supervise in the implementation of repair and maintenance activities.

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	COA
OVPAF	OHIA
OVPREI	Accounting
OVPSAS	Cash
OVPPRGAS	COA
OUS	Registrar
ODHRM/RSPPRO	Deans
ODF/Budget	Directors

Records
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