

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

www.tuv.com

22 June 2020

MEMORANDUM NO. 200 Series of 2020

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O: M

Mr. Roden D. Troyo

R E:

Designation as Head, Grounds and Landscape Maintenance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head for Grounds and Landscape Maintenance effective July 1, 2020 until December 31, 2020 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 repair and maintenance activities:
 - a. Landscape
 - b. Cleanliness of Roads and Grounds
 - c. Garbage Collection
- 2. Recommend to the PPO Director the repair and maintenance activities for budget approval;
- 3. Supervise 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:

VSU's Mission:

OVPAA

COA

OVPAF

Registrar

OVPREI

Deans

OVPSAS

Directors Records

VSU's Vision: A globally competitive university for science, technology, and environmental conservation.

OVPPRGAS

File

OUS

ODAHRD/PRPEO

ODF/Budget

IASO

Accounting

Cash

No. 20-200