



22 February 2021

MEMORANDUM NO. 124
Series of 2021

T O: Engr. Mario Lilio P. Valenzona - *for 3/1/21*
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 March 1, 2021 until December 31, 2021 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
EDGARDO E. TULIN
President

| | | | |
|-----|--------------|------------|---------|
| cc: | OVPA | COA | Records |
| | OVPAF | IASO | File |
| | OVPREI | Accounting | |
| | OVPSAS | Cash | |
| | OVPPRGAS | COA | |
| | OUS | Registrar | |
| | ODAHRD/PRPEO | Deans | |
| | ODF/Budget | Directors | |