



8 March 2022

**MEMORANDUM NO. 413**

Series of 2022

**T O: Mr. Leonilo S. Melchor**

**R E: Designation as Head, General Services Division, VSU Alangalang Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, General Services Division, VSU Alangalang Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.


As Head, you are directed to:

1. Assist the Chancellor in planning, implementing and monitoring of all repair and maintenance activities:
  - a. Campus Landscaping
  - b. Cleanliness of roads and grounds
  - c. Waste Management
2. Provide leadership and management of units and personnel in providing efficient and effective administrative support relating to equipment and facilities maintenance.
3. Studies and review the existing administration system, processes, and procedure and introduce innovation for improvements.
4. Provides mail, transportation, and general utility services for the campus.
5. Perform such other functions as may be assigned by the Head of Administration and Finance and the Chancellor.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	VSU-Alangalang	OVPPRGAS	Accounting	Deans
	OVPA	OUS	Cash	Directors
	OVPAF	ODHRM/OHRSPR	COA	File
	OVPREI	ODF/Budget	Registrar	
	OVPSAS	OHIA	Records	