



8 March 2022

**MEMORANDUM NO. 368**

Series of 2022

**T O: Mr. Niño Zenas L. Urgel**

**R E: Designation as Head, Planning and Infrastructure Management,  
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Planning and Infrastructure Management, VSU Villaba 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. Provide leadership and supervision in the establishment or updating of the college master plan;
2. Actively lead in the annual assessment of master plan implementation vis-à-vis the strategic plans;
3. Assist the Chancellor in monitoring accomplishments of each unit based on the OPCR;
4. Monitor the overall performance of research and extension project plans in coordination with the Director for Research, Extension, Innovation and Commercialization;
5. Lead in the gathering of year data and report of accomplishment, and convert the data into a readable Annual Report;
6. Coordinate with the Head, Media and Information Systems and Technology in the submission of the Annual Reports, Research and Development Reports and other reports needed by the government;
7. Ensure that annual reports and data needed by CHED, DBM and NEDA are provided on time.

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-Villaba  
OVPA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
ODHRM/OHRSSPR  
ODF/Budget  
OHIA  
Deans  
Directors  
Accounting  
Cash  
COA  
Registrar  
Records  
File