



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM NO. 830**  
Series of 2024

**TO: Prof. Roden D. Troyo**

**RE: Designation as Head, Grounds and Landscape Maintenance**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: September 30, 2024**

As per recommendation by the Director for Administrative Services, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Grounds and Landscape Maintenance**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the PPO Director in planning, implementation and monitoring of all landscaping operation, maintenance, activities and university events.
2. Supervise GLM personnel in conducting landscaping, propagation, and solid waste collection and maintenance activities.
3. Monitor and update landscaping operation and undertakings.

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

This designation will take effect **immediately until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF  
File

**OFFICE OF THE PRESIDENT**

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