



10 September 2019

MEMORANDUM NO. 358
Series of 2019

T O: Prof. Vicente B. Antipaso

R E: Designation as University Sports Facilities In-Charge

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge of all University Sports Facilities effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

Your duties shall include the following:

1. Prepare and implement the guidelines for the use of the tennis court, gym and other university sports facilities, ensuring priority to students and university utilization.
2. Supervise the tennis court and gym caretakers.
3. Provide a log book for all tennis court users for easy monitoring of income.
4. Require all users to fill-up forms in the use of the sports facilities for monitoring and recording.
5. Manage the schedule of activities in the use of tennis court, gym and other sports facilities.
6. In cases where the users need to pay for the use of the sports venue/facilities and electricity, they have to pay to the Cash Division and give a machine copy of the Official Receipt to the IHK for record purposes.
7. Deposit all income/collections to the Cash Division especially when it reaches at least P500.00 and keep file of Official Receipts for record purposes.
8. Prepare and submit annual financial report for the tennis court, gym and other university sports facilities.
9. Make Job Request for the repair, maintenance and improvement of the tennis court, gym and all university sports facilities.
10. Recommend to the IHK Director the necessary repair and improvement of all university sports facilities.

As Manager/In-Charge, you are entitled to whatever benefits granted and the responsibilities that are attached to this designation subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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