



2 November 2021

MEMORANDUM NO. 669
Series of 2021

T O: Engr. Marcelo T. Abrera, Jr.

R E: OIC Head for Infrastructure Project Development, Management & Monitoring

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the VP for Planning, Resource Generation and Auxiliary Services, you are hereby designated as OIC Head for Infrastructure Project Development, Management and Monitoring effective November 2, 2021 until December 31, 2021 or unless revoked or terminated by higher authorities.

As OIC Head, you are tasked to do the following:

1. Initiates the planning, design, execution, monitoring, controlling and closure of all infrastructure projects;
2. Defines the scope of work include activity plans, schedule and resource, with the time and cost estimates and proposed the budget;
3. Establishes systematic documentation of the projects and reports of progress;
4. Identifies risks and make risk analysis, manages risk and related issues, and communicate these risks in the proposal submitted during the budget call by DBM and NEDA;
5. Leads and/or coordinates with units needing a feasibility study of planned projects that require multi-year implementation; and submit the results to DBM and NEDA for inclusion in the University Budget;
6. Coordinates with the Physical Plant Office Director on the implementation of Infrastructure Projects and make reports on its implementation to the VP PRGAS;
7. Assists in the Inspectorate Team in monitoring all on-going Infrastructure projects and assists in submission of team report;
8. Act as member of the University Inspectorate Team.

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
President

cc: OVPPRGAS
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OVPREI
OVPSAS
OUS
Deans
Directors
ODHRM/OHRSPPR
FMO/Budget
Accounting
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