



30 January 2023

MEMORANDUM NO. 234
Series of 2023

T O: Engr. Marlon G. Burlas
R E: Designation as Head, Motor Pool Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Motor Pool Services effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the PPO Director in planning, implementation and monitoring of all repair and maintenance activities:
 - a. Heavy Equipment
 - b. Light Vehicle
 - c. Mobilization of all University Vehicle
2. Recommend to the PPO Director the repair and maintenance activities for budget approval;
3. Supervise the implementation of repair and maintenance activities.

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: OVPAA	OHIA
OVPAF	Accounting
OVPREI	Cash
OVPASAS	COA
OVPPRGAS	Registrar
OUS	Deans
ODHRM/RSPPRO	Directors
ODF/Budget	Records
File	