



LEYTE STATE UNIVERSITY

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Office of the President

14 May 2004

MEMORANDUM NO. 135

Series of 2004

T O: Mr. Jubelmar Buba

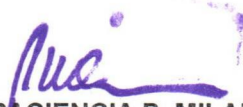
R E: Designation as Physical Plant Officer, LSU-Isabel Campus

By virtue of the authority vested in me by the LSU Board of Regents and upon recommendation of the LSU-Isabel Campus Dean, Prof. Sergio G. Temporada, you are hereby designated Physical Plant Officer effective immediately until May 15, 2005 or unless sooner terminated or revoked by higher authorities.

The responsibilities of this designated position are as follows:

1. Conducts periodic inspection of physical facilities such as buildings, motor vehicles and other mechanical equipment, electrical and water supply to determine its serviceability and need of preventive maintenance;
2. Attends and programs requests of other units/departments of the College;
3. Assists evaluation on bid proposals;
4. Supervises construction projects undertaken by private contractors;
5. Evaluates project accomplishments for progress billing;
6. Reviews and checks agency cost estimates;
7. Prepares and submits reports needed by higher offices;
8. Performs other functions as may be designed by the Dean.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Department Heads
College Secretary
Division Chief, ASD
Division Chief, RDED
Division Chief, AFSD
PDO
SPMD Officer
OVPAF-*EL*

OUS - *6/3/04*
OVPAF - *6/3/04*
ODCIMD - *6/2/04*
HRMDO - *6/2/04*
Records, LSU Main
Records, LSU Isabel
File

PPO-*86/2*

PROPERTY OFFICE - *6/4*