



8 February 2018

**MEMORANDUM NO.** 113  
Series of 2018

**To:** Engr. Apolonio Encierto

**Re:** Detail of duty of standby electrician at the VSU Power House during university-sponsored events

Power outages, or breakdowns, can confront the university any time, and not being prepared is hampering badly the university's operation. Due to the exigency of electrical services during university-sponsored events especially during weekends, like accreditation, graduation, anniversary, etc, you are directed to detail stand-by electrician for 24-hr coverage at the VSU Power House to operate the standby generator for immediate resumption of power supply.

Please coordinate with the Office of the Vice President for Administration and Finance and/or the Office of the President regarding the schedule of activities that needs electrical services.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President

cc: Dr. Remberto A. Patindol, OVPAF  
Engr. Mario P. Valenzona, GSD  
Records Office  
File