



24 February 2022

MEMORANDUM NO. 249

Series of 2022

T O: Dr. Guiraldo C. Fernandez Jr.

R E: Designation as OIC Head, Office of the Student & Employee Housing Accommodation

In addition to your present duties and responsibilities and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head, Office of the Student & Employee Housing Accommodation effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Provide the overall physical management of the student and employees housing accommodations;
2. Coordinate with the Office of the Vice President for Student Affairs and Community Services regarding the physical maintenance of the student dormitories and regular check up in the safety and security of the building;
3. Conduct surveys on students, faculty and staff accommodation requirements;
4. Identify and report deficiencies of accommodation facilities requiring new construction, renovation, modernization or other corrections and improvements;
5. Initiate the planning for operation, maintenance, repairs, alterations, and improvements;
6. Lead in the translation of plans and programs into financial requirements;
7. Budget the application of funds (rental or maintenance fees) and staff resources to the operation and maintenance of housing facilities;
8. Monitor the assignment and use of housing units;
9. Study the rental and leasing of housing units and periodic adjustments of rates as required;
10. Lead in the regular habitability inspections and make report of the inspection;
11. Monitor implementation of agreement in the contract of occupancy;
12. Coordinate with the General Service Division on the continuous implementation of repairs and maintenance of facilities;
13. Provides the administration the data on the right use or abused of housing facilities as agreed in the Housing Rules and Regulations.

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: OVPAF
OVPA
OVPRFI
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OVPSAS
OUS
Deans
Directors
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ODAS
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ODHRM/RSPPRO
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File

Vision:
Mission:

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