



31 January 2023

MEMORANDUM NO. 379
Series of 2023

T O: Mr. Leonilo S. Melchor

R E: Designation as Head, General Services Office, VSU Alangalang Campus

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

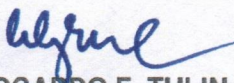
As Head, you are directed to:

1. Assist the Chancellor in planning, implementing and monitoring of all repair and maintenance activities:
 - a. Campus Landscaping
 - b. Cleanliness of roads and grounds
 - c. Waste Management
2. Provide leadership and management of units and personnel in providing efficient and effective administrative support relating to equipment and facilities maintenance.
3. Studies and review the existing administration system, processes, and procedure and introduce innovation for improvements.
4. Provides mail, transportation, and general utility services for the campus.
5. Perform such other functions as may be assigned by the Head of Administration and Finance and the Chancellor.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU-Alangalang	OVPARGAS	Accounting	Deans
	OVPA	OUS	Cash	Directors
	OVPAF	ODHRM/OHRSPR	COA	File
	OVPREI	ODF/Budget	Registrar	
	OVPSAS	OHIA	Records	