



Visayas State University

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Office of the President

7 March 2016

MEMORANDUM NO. 82

Series of 2016

T O: Prof. Vicente B. Antipaso

R E: Designation as University Sports Facilities In-Charge

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge of all University Sports Facilities effective immediately until December 31, 2016 unless sooner revoked or terminated by higher authorities.

Your duties shall include the following:

1. Prepare and implement the guidelines for the use of the tennis court, gym and other university sports facilities, ensuring priority to students and university utilization.
2. Supervise the tennis court and gym caretakers.
3. Provide a log book for all tennis court users for easy monitoring of income.
4. Require all users to fill-up forms in the use of the sports facilities for monitoring and recording.
5. Manage the schedule of activities in the use of tennis court, gym and other sports facilities.
6. In cases where the users need to pay for the use of the sports venue/facilities and electricity, they have to pay to the Cash Division and give a machine copy of the Official Receipt to the IHK for record purposes.
7. Deposit all income/collections to the Cash Division especially when it reaches at least P500.00 and keep file of Official Receipts for record purposes.
8. Prepare and submit annual financial report for the tennis court, gym and other university sports facilities.
9. Make Job Request for the repair, maintenance and improvement of the tennis court, gym and all university sports facilities.
10. Recommend to the IHK Director the necessary repair and improvement of all university sports facilities.

As Manager/In-Charge, you are entitled to whatever benefits granted and the responsibilities that are attached to this designation subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN

President

cc: OVPPRGEA
OVPI
OVPAF
OVPRE
OUS
IHK
Deans
Directors
ODF/Budget
ODAHRD/PRPEO
Cash
IASO
Accounting
COA
Records
File



INSTITUTE OF HUMAN KINETICS

Visayas State University

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6521-A Philippines



February 26, 2016

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City
Leyte

*Hon.
Pls. draft
appointment,
Thanks. Regal*

Dear **Dr. Tulin:**

Please be informed that in 1998, my leave status from teacher's leave to vacation-sick leave was changed and approved by the College President for being the Manager of ViSCA Tennis Court through the recommendation of our past department heads. As we grow and emerged into a university, I was not only designated as Manager of the Tennis Court but appointed also as incharge of all university sports facilities by the Institute Director as assigned to me. Since then this responsibility has been delegated to me.

In this regard, I would like to request issuance of appointment from your office as in charge of the University Sports Facilities so that I can effectively perform my duties and responsibilities as sports facilities in charge.

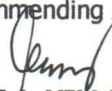
Looking forward for your favorable action on this matter.


Thank you.

Sincerely yours,


VICENTE B. ANTIPASO
IHK Instructor

Recommending Approval:


ALELI A. VILLOCINO
Director, IHK


LIJUERA J. CUADRA
Dean, College of Education

attached:

Duties and Responsibilities

