



07 July 2019

MEMORANDUM NO. 273

Series of 2019

T O: Dr. Judith B. Jomadiao - Dean, VSU Alangalang
Dr. Luzviminda A. Tajos - Dean, VSU Isabel
Dr. Obdulia G. Camoying - Dean, VSU Tolosa
Dr. Merlita D. Veloso - Dean, VSU Villaba
Planning Officers of External Campuses


R E: Drafting of Housing Component Plan for External Campus

As part of our program to develop our workforce and provide convenience to VSU employees, you are advised to draft housing component plans and programs for VSU faculty and staff in your respective campuses.

The plan shall include the following:

1. Policies, rules, standards, general guidelines and practices in housing assignment;
2. Procedure for housing application by staff and approval by the President;
3. Management of funds collected from rental and donations for housing; and,
4. Effective and efficient management and maintenance of all housing units.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPPRGEA

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