



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**




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**MEMORANDUM NO. 1077**

Series of 2024

TO: **Engr. Phloem D. Galupo**

RE: **Designation as Head, Plumbing and Sanitation**

FROM:  **DR. PROSE IVY. G YEPES**  
University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Head, Plumbing and Sanitation**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Manage and ensure the proper functioning of the university's plumbing systems, including water supply, drainage, and sanitation facilities.
2. Ensure all plumbing systems meet health, safety, and environmental standards, including compliance with local regulations.
3. Design and implement strategies for upgrading plumbing and sanitation systems, ensuring long-term sustainability, water conservation, and energy efficiency across the university.

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

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

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