



MEMORANDUM NO. 500
Series of 2024

TO: Dr. Ric-An Artemio S. Gadin

RE: Designation as Chairperson, College Physical Facilities Committee

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 31, 2024

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Chairperson of the College Physical Facilities Committee effective May 28, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As Chairperson, you are expected to:

1. Spearhead the implementation of the inventory, maintenance and usage of the College property and facilities.
2. Spearhead the maintenance of the cleanliness of the classrooms, offices, and surroundings of the college.
3. Suggest/recommend cost-cutting measures for electricity, supplies, materials, etc. use of the college.
4. Recommend to the dean building/classroom/office improvements such as lighting, ventilation, etc. as the need arises.
5. Ensure that college signages, posters, information and bulletin boards are updated and compliant with pertinent laws and regulations.

Please be guided accordingly.