



10 October 2023

MEMORANDUM NO. 920
Series of 2023

T O: Engr. Maria Katherine S. Donayre

**R E: Designation as Assistant Head, General Services Office (In-charge for Electricity),
VSU Isabel Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Assistant Head, General Services Office (In-charge for Electricity), VSU Isabel Campus effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Assistant Head, you are directed to:

1. Finalize the electrical plan under the supervision of the professional electrical engineer;
2. Prepare budgetary requirements for the upgrading of the electrical system in accordance with the plan;
3. Prepare purchase requests for all electrical supplies and equipment needed;
4. Conduct inspection of the electrical lines in the campus;
5. Address electrical problems as the need arises;
6. Supervise two electricians in the conduct of their duties; and
7. Perform other related jobs.

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

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPA	COA
OVPAF	Registrar
OVPREI	Deans
OVPSAS	Directors
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OUS	File
HRMO/RSPPRO	
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