



22 June 2020

MEMORANDUM NO. 194

Series of 2020

T O: Engr. Marlon G. Burlas

R E: Designation as Head, Motor Pool Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Motor Pool Services effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Assist the PPO Director in planning, implementation and monitoring of all repair and maintenance activities:
 - a. Heavy Equipment
 - b. Light Vehicle
 - c. Mobilization of all University Vehicle
2. Recommend to the PPO Director the repair and maintenance activities for budget approval;
3. Supervise the implementation of repair and maintenance activities.

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 Jr
President

cc:	OVPAA	IASO
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Deans
	ODAHRD/PRPEO	Directors
	ODF/Budget	Records
	File	