



27 June 2022

**MEMORANDUM NO. 570**  
Series of 2022

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|------------------------------------|--------------------------------|
| <b>Engr. Nilo L. Leorna</b>        | - <b>Chairperson, CET-TVET</b> |
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| <b>Mr. Carlo Jimm M. Bagarinao</b> | - <b>Member, DGE</b>           |
| <b>Mr. Emmanuel L. Lesidan</b>     | - <b>Member, DME</b>           |
| <b>Mr. Felix C. Abanera</b>        | - <b>Member, DMet</b>          |
- R E:** **College Land Utilization and Lawn Maintenance Committee of the College of Engineering and Technology**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean, College of Engineering, you are hereby designated to constitute the College Land Utilization and Lawn Maintenance Committee of the College of Engineering and Technology effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.


The committee shall perform the following:

1. Conduct regular or special meetings to evaluate the implemented plans and programs, and discuss relevant issues.
2. Propose or provide inputs on land use and room utilization to the College Dean in coordination with the different departments.
3. Assist the College Dean in identification and prioritization of classrooms, faculty rooms, and administrative offices that needs renovation and/or repair.
4. Prepare regular schedules of cleaning and maintenance of the college lawn, engineering buildings, and workshop.
5. Perform repair and maintenance of classrooms, faculty rooms and administrative offices through the college's and department's utility/messenger and in coordination with university's Physical Plant Office.
6. Present and/or submit annual accomplishment report to the Office of the College Dean.



7. Perform other related functions as deemed necessary by the College Dean.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAA  
CET  
Records  
File