



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

29 April 2003

MEMORANDUM NO. 06
Series of 2003

TO: Engr. Nestor M. Israel — *NM Israel*
Dr. Corazon B. Batoy } *Corazon Batoy 4/29/03*
Mr. Jesus M. Abenoja }

RE: Transfer of Supervision of Dormitory Repair and Maintenance
to the Physical Plant Office

As provided for in the Code, maintenance, repair and construction of all campus buildings to include dormitories, is the main function of the Physical Plant Office. Thus, to enable OSA to concentrate on its mandated functions relative to student services, maintenance and repair of dormitories is hereby returned to PPO.

Consequently, Mr. Jesus Abenoja, the Carpenter II hired by OSA for the purpose shall be transferred to PPO. Although he may be tapped for other functions, Mr. Abenoja should give priority to dormitory maintenance and repair.

However, to ensure more responsive repair work of dormitories, prioritization of repair jobs and management of repair funds for dormitories remain with the Office of the Dean of Students. The Physical Plant Office prepares the list of repair work to be done and the corresponding project cost estimates, for recommendation by the Dean of Students prior to final approval by the University President and/or the Board of Regents.

This memorandum takes effect on May 1, 2003.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President

Hr. MDO - 4/30/03