



20 March 2024

MEMORANDUM NO. 300
Series of 2024

T O: **Dr. Elwin Jay V. Yu**
Head, USHER

R E: **Additional Assignment in Relation to VSU Centennial Anniversary Celebration**

On top of your main assignment, you are hereby given additional assignments related to the on-going VSU facility maintenance activities in preparation for the centennial anniversary celebration. Specifically, you are required to:

1. Monitor the progress of the on-going facilities/infrastructure renovation;
2. Monitor the cleanliness and landscape maintenance of the whole VSU campus;
3. Update the Office of the President on the monitoring activities being conducted.

This is for your compliance.

PROSE IVY G. YEPES
President