



22 February 2021

MEMORANDUM NO. 121

Series of 2021

T O: Engr. Mario Lilio P. Valenzona - *fmv 3/1/21*

R E: Designation as Director for Physical Plant

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Physical Plant effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. Exercise overall leadership in the supervision and innovation of all repairs and maintenance conducted in the University;
2. Spearhead in planning, prioritization, implementation and monitoring of all repair and maintenance activities;
3. Review and evaluate maintenance activities;
4. Recommend all repair and maintenance activities to the Vice President for Administration and Finance for budget allocation.

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
EDGARDO E. TULIN
President

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