



24 February 2022

MEMORANDUM NO. 194

Series of 2022

T O: Engr. Marlon G. Burlas

R E: Designation as Head, Power Plant and Electrical Services

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Power Plant and Electrical Services effective immediately until December 31, 2022 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. Power Plant
 - b. Electrical distribution lines and transformers
 - c. Street lightings
 - d. Building and other facilities electrical wiring installation and fixtures
 - e. Fire Safety Equipment
 - f. Laboratory equipment and instruments
 - g. Sound System
2. Recommend to the PPO Director the repair and Maintenance activities for budget approval;
3. Supervise in 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
President

cc:	OVPAA	OHIA	File
	OVPAF	Accounting	
	OVPREI	Cash	
	OVPAS	COA	
	OVPARGAS	Registrar	
	OUS	Deans	
	ODHRM/RSPRO	Directors	
	ODF/Budget	Records	