



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT

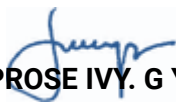


MEMORANDUM NO. 1076

Series of 2024

TO: **Engr. Marlon G. Burlas**

RE: **Designation as Head, Power Plant and Electrical Services**

FROM: **DR. PROSE IVY. G YEPES**

University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Head, Power Plant and Electrical Services**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Ensure the efficient operation and maintenance of the power plant and electrical systems to meet the university's energy demands.
2. Manage a team of support staff responsible for the day-to-day operations and troubleshooting of electrical services across the campus.
3. Monitor and enforce compliance with industry standards, environmental regulations, and safety protocols in power generation and electrical services.

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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