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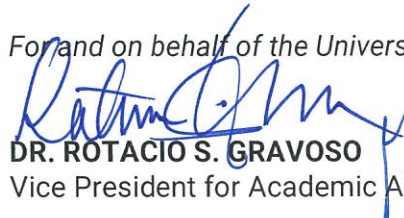
MEMORANDUM NO. 258
Series of 2025

TO: Engr. Sean O. Villagonzalo

RE: Designation as Head of the Network Operations and Management Unit

FROM: DR. PROSE IVY. G YEPES
University President

For and on behalf of the University President:


DR. ROTACIO S. GRAVOSO
Vice President for Academic Affairs

DATE: January 30, 2025

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head of the Network Operations and Management Unit** effective immediately until December 31, 2025, or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Network Management and Maintenance

- Ensure the efficient operation of both wired and wireless networks.
- Monitor network performance and conduct routine maintenance to prevent downtime.

2. Infrastructure Planning and upgrades in coordination with the Planning, GSO Team and MIS

- Plan and implement infrastructure upgrades.
- Evaluate and integrate emerging technologies to enhance network performance.

3. Support and Troubleshooting

- Provide prompt resolution of network-related issues.
- Address the concerns of faculty, staff, and students regarding network connectivity.
- Ensure compliance with regulatory standards to safeguard the university's network.

4. Team Leadership and Collaboration

- Lead and manage the network operations team.
- Collaborate with other departments to meet their network-related needs effectively.

5. Documentation and Reporting

- Maintain detailed records of network configurations, maintenance schedules, and incident reports.
 - Provide comprehensive updates to university leadership.
- 6. Building and ECE Plan**
- Design ECE Plan related to new building and renovation projects
 - Supervise during the implementation of the ECE plan
 - Sign building ECE plan
- 7. ICT Policy**
- Design, develop, and update regularly the network policies
- 8. Power Management System**
- Implement Robust, reliable and redundant power management system for the network
 - Implement Internet of Things initiatives (IoT) for compliance of SGD 7

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

Please be guided accordingly.