



22 June 2020

MEMORANDUM NO. 200

Series of 2020

T O: Mr. Roden D. Troyo

R E: Designation as Head, Grounds and Landscape Maintenance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Grounds and Landscape Maintenance effective July 1, 2020 until December 31, 2020 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. Landscape
 - b. Cleanliness of Roads and Grounds
 - c. Garbage Collection
2. Recommend to the PPO Director the repair and maintenance activities for budget approval;
3. Supervise 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:	OVPA	COA
	OVPAF	Registrar
	OVPREI	Deans
	OVPSAS	Directors
	OVPPRGAS	Records
	OUS	File
	ODAHRD/PRPEO	
	ODF/Budget	
	IASO	
	Accounting	
	Cash	