



## MEMORANDUM

No. 17 s. 2024

TO : Prof. Engr. Jomar G. Navarro

Head, Maintenance and Engineering Services Office (MESO)

FROM : Campus Director

DATE : 9 October 2024

SUBJECT : **Monthly accomplishment report of the MESO staff**

Attached are the new monthly accomplishment report forms for our Maintenance staff. These are to be used starting Monday, 14 October 2024.

Please meet them as soon as possible and instruct them about it. As I mentioned before, **utility personnel** are supposed to clean the area assigned to them twice a day: once in the morning (8:00-9:30) and once in the afternoon (3:00-4:30). Please note that from 9:30am to 3:00pm they will stay in the staff house to assist the skilled personnel when there are requests for repairs and other maintenance work. It must be noted that they must return to their assigned area by 3:00pm until 4:30pm to make sure that their respective areas are clean after 5:00pm (as well as during weekends).

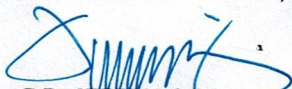
For the **skilled personnel**, they are supposed to stay in the staff house between 8:00am and 5:00pm to entertain requests from different offices and departments that require their skills, such as fixing doorknobs, construction of makeshift classrooms, repairs, and other maintenance work.

I also attached herewith the "Daily Work Request Schedule" form. I devise this so that we will have a clear record of the respective task(s) that our staff perform on a daily basis. This is to make sure that all our Maintenance staff takes turn in performing their daily tasks. Please make sure that they record their work on a daily basis. Kindly refer to the attached samples on how to fill in the forms.

Also, please make sure that all end-users use the prescribed "request form" when requesting for services from MESO. No request from means no service.

Thank you and please be guided accordingly.

In the service of God, country, and EVSU,

  
**DR. JEFFRY OCAY**  
Campus Director

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10/15/24  
Extension  
BADM DEPT. 10-14-24 2:24 PM  
IND TECH 10/14/24  
EDUC DEPT. 10/14/2024 2:43 PM  
10/15/24 10:16 AM  
AO - 10/14/24  
IGP Office - 10/15/24  
QA - A. CAPORE 10/15/24  
S&SO  
Guidance - 10/15/24 10:46 AM  
Sports - 10/15/24  
DANIEL M. DALAGUIT 10/14/24  
ENGR. DEPT. 10-14-2024 12:44 PM