

Function: It has the function of advising the Rector and organize the procurement, repair, use and exploitation of the school property on the principle of efficiency and savings.

Missions:

- Construct regulations on management and use of assets;
- Develop, organize the plan purchase, repair and carry out liquidation of assets;
- Monitor and record notification of Office of Finance - Accounting on power consumption, monthly water use on each object;
- Effectively arrange and organize the exploitation, management and use of lecture halls, classrooms, meeting rooms and property of school;
- Manage the environment and the campus landscape as assigned;
- Work on property inventory periodically and recommendations for treatment.