



March 07, 2022

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Thru: Dilberto O. Ferraren

Vice-President for Planning, Resource

Generation and Auxiliary Services & Chair, BOM

Visayas State University

Dear Dr. Tulin:

I would like to recommend **Mr. Medardo C. Magdadaro, Jr.**, as In-charge of the Soil, Research and Plant Analysis Laboratory (SRTPAL) of the Department of Soil Science under the Income Generating Project (IGP) specifically, Special Trust Fund (STF) effective January 1, 2022 until December 31, 2022 or until such time that the department revokes his designation. As SRTPAL In-charge, he shall perform the following duties and responsibilities, with appropriate workload unit equivalent:

1. Management of the laboratory together with the Laboratory Technician.
2. Oversee laboratory safety and ensures all reagents and supplies are available when needed.
3. Schedule safety training for new laboratory users and retraining for lab users who are in need of refresher training to include but not be limited to: equipment training, safety training and/or lab safety plan reviews.
4. Ensure all laboratory instrumentations/equipment are functioning properly.
5. Daily remittance of collections, when applicable, especially when it reaches at least P500.00.
6. Submit necessary project reports and present accomplishment during the regular annual IGP review of the university.
7. Prepare documents required for accreditation such as but not limited to ISO and AACUP.

Moreover, I am recommending that Mr. Magdadaro Jr. shall be entitled to whatever privileges attached to his designated position as SRTPAL Incharge.

Thank you.

Very truly yours,

SUZETTE B. LINA

Department Head, Soil Science