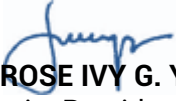


MEMORANDUM NO. 786

Series of 2024

TO: **Engr. Martin Jan E. Mercurio**

RE: **Designation as Head, Geographic Information System Laboratory**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **September 13, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Geographic Information System Laboratory**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Provide leadership in the implementation of the programs of the laboratory;
2. Supervise the laboratory;
3. Formulate guidelines for the full use and access by clients of the services provided by the laboratory;
4. Makes recommendations in the improvement, service fees and other management activities.

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

This designation will take effect on **September 13, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.