



22 February 2021

MEMORANDUM NO. 166
Series of 2021

T O: Dr. Pastor P. Garcia
R E: Designation as Head, Geographic Information System Laboratory

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Geographic Information System Laboratory effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head you are tasked to:

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.

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: OVPAA GISL
OVPAF IASO
OVPPRGAS Accounting
OVPREI COA
OUS Cash
ODF/Budget Registrar
ODAHRD/PRPEO Records
Deans
Directors
File