



6 January 2023

MEMORANDUM NO. 06
Series of 2023

T O: Team 1 Thermometry/Pressure Gauges/Baths

Chairman: Flora Mia Duatin

Members:

1. Jovelyn Gofredo
2. Patrick John Piamonte
3. Orlan Capin
4. Jennyrose Ang-og
5. Katty Rife
6. Dennis G. Godoy
7. Angelica Asoy

Team 2 Analysis and Measuring Instruments and Equipment

Chairman: Mae Ann Bravo

Members:

1. Wenifredo Soriano
2. Andrea P Silva
3. Maria Danica Pagente
4. Jerrel Ann Lagitao
5. Gilbert D. Modina
6. Gretchen Mae M. Prado

Team 3 Containers, Glasswares and Liquid Handling

Chairman: Juvylyn Glory

Members:

1. Sarah Jean Sugano
2. Marjorie Timbal
3. Fatima Gumamac
4. Emmanuel P. Lesidan
5. Aljay Valida
6. Retchil B. Aragon
7. Francis D. Espina

Team 4 Special purpose laboratory equipment and instruments

Chairman: Merry Christ'l Guinocor

Members:

1. Ma. Delia Pagente
2. Ma. Theresa P. Loreto
3. Lourdz Franz Gabunada
4. Noreve Jean M. Agad
5. Leinan M. Valdevieso
6. Rosie G. Tejones

7. Jubymar A. Mabuto
8. Marlon G. Burlas
9. Legario Ramos

R E: Sub-Committees of the University-wide Equipment Calibration Committee

As members of the different Sub-Committees of the University-wide Equipment Calibration Committee, please constitute yourselves to formulate your separate plans and programs on equipment calibration, which will become part of the university's plans and programs.

The functions of your committee are as follows:

1. Responsible for in-house calibration of small volume calibration, mass weight, pressure and thermometry.
2. Responsible for monitoring calibration dates, next calibration and expiration of calibration certificates.
3. Ensure that calibration and maintenance documents are constantly and properly updated to make available up to date records of activities for future referencing and improvements.
4. Asses the serviceability of equipment, instrument and other laboratory supplies.
5. Make monthly reports/recommendations for findings, improvements and recommendations regarding the calibration and maintenance process.
6. Assist Instruments and Laboratory Equipment Head in evaluating and monitoring of laboratory instruments and equipment for Third Party Calibration.

Please be guided accordingly.


EDGARDO E. TULIN
President