



29 March 2022

MEMORANDUM NO. 468

Series of 2022

T O: Engr. Marlon G. Burlas

R E: Designation as OIC Head, Instrumentation & Laboratory Equipment


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Instrumentation & Laboratory Equipment effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Prepares the university-wide master list of equipment and the calibration and maintenance plan of all equipment and laboratory instruments of the university;
2. Submits to ODPP Director the calibration and maintenance plan with corresponding budgetary requirements;
3. Oversees, monitors, and evaluates the performance of the Instrumentation and Laboratory Equipment Maintenance and Calibration Team (ILEMCT);
4. Supervises equipment maintenance and calibration activities in accordance to the maintenance and calibration plan;
5. Perform other functions that may be assigned from time to time by the immediate Supervisor/Director.

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. TULINA
President

cc: OVPAA	ODF/Budget	Deans
OVPAF	OHIA	Directors
OVPREI	Accounting	Records
OVPASAS	Cash	ODHRM/RSPPRO
OVPPRGAS	COA	Mr. Legario Ramos
OUS	Registrar	File