



28 July 2021

MEMORANDUM NO. 519

Series of 2021

T O: Ms. Maria Robelyn A. Insik


R E: Designation as Focal Person of the Procurement of VSU Regulated Chemicals for Laboratory Use

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Focal Person in the procurement of VSU Regulated Chemicals for laboratory use effective July 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Focal Person, you are tasked to:

1. Provide leadership in the procurement of regulated chemicals to be used in the laboratory experiments.
2. In-charge in the processing of documents to support the required permit for the procurement of regulated chemicals for laboratory use.
3. Coordinate with laboratory units in the University requesting for regulated chemicals for their laboratory use.

Please be guided accordingly.


EDGARDO E. TULIN
President

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	OVPPRGAS	Records
	OVPREI	File
	OVPASAS	
	OUS	
	ODF/Budget	
	ODHRM/OHRSPPR	
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