



24 February 2022

**MEMORANDUM NO. 238**  
Series of 2022

**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 immediately until December 31, 2022 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 OHIA  
OVPPRGAS Accounting  
OVPREI COA  
OUS Cash  
ODF/Budget Registrar  
ODHRM/RSPPRO Records  
Deans  
Directors  
File