



30 January 2023

**MEMORANDUM NO.** 200  
Series of 2023

**T O: Engr. Celestial A. Manigo**  
**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 February 1, 2023 until December 31, 2023 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

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