



8 March 2022

**MEMORANDUM NO. 398**

Series of 2022

**T O: Mr. Kier Lambert B. Demain**

**R E: Designation as In-Charge, Crop Science Laboratory Building,  
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge, Crop Science Laboratory Building, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.


As In-Charge you are directed to:

1. Monitor the security, safety and use of the building, equipment, and materials.
2. Facilitate the safety of each laboratory user.
3. Update the Chancellor through the Department Head and Dean of College on the needs of the Laboratory Building and the equipment.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc:	VSU-Villaba	Deans
	OVPA	Directors
	OVPAF	Accounting
	OVPREI	Cash
	OVPSAS	COA
	OVPPRGAS	Registrar
	OUS	Records
	ODHRM/OHRSSPR	File
	ODF/Budget	
	OHIA	