



22 February 2021

**MEMORANDUM NO.** 167  
Series of 2021

**T O: Dr. Lucia M. Borines** *J. Tolentino*  
**R E: Designation as Head, Plant Disease Diagnostic Laboratory**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Plant Disease Diagnostic Laboratory effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

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. Make 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*  
**EDGARDO E. TULIN**  
President

cc: OVPAA PDDL  
OVPAF IASO  
OVPPRGAS Accounting  
OVPREI COA  
OVPSAS Cash  
OUS Registrar  
ODF/Budget Records  
ODAHRD/PRPEO File  
Deans  
Directors