



6 January 2023

**MEMORANDUM NO.** 10  
Series of 2023

**T O: Engr. John Allan A. Gulles**  
**R E: Designation as Head, Instrumentation & Laboratory Equipment**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Instrumentation & Laboratory Equipment effective January 3, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Prepares the university-wide master list of equipment and the calibration and maintenance plan of all equipment and laboratory instruments of the university;
2. Submits to ODPP Director the calibration and maintenance plan with corresponding budgetary requirements;
3. Oversees, monitors, and evaluates the performance of the Instrumentation and Laboratory Equipment Maintenance and Calibration Team (ILEMCT);
4. Supervises equipment maintenance and calibration activities in accordance to the maintenance and calibration plan;
5. Perform other functions that may be assigned from time to time by the immediate Supervisor/Director.

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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|-----------|------------|--------------|
| cc: OVPAA | ODF/Budget | Deans        |
| OVPAF     | OHIA       | Directors    |
| OVPREI    | Accounting | Records      |
| OVPSAS    | Cash       | ODHRM/RSPPRO |
| OVPPRGAS  | COA        | File         |
| OUS       | Registrar  |              |