



8 March 2022

**MEMORANDUM NO. 393**

Series of 2022

**T O: Dr. Criselda B. Inot**

**R E: Designation as Project Manager, Technology Center for Meat Processing and In-Charge, Quality Control, Technology Center for Meat Processing, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Project Manager, Technology Center for Meat Processing and In-Charge, Quality Control, Technology Center for Meat Processing, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Project Manager, you are directed to:

1. Monitor the security, safety, management, and use of the building, equipment, and materials.
2. Facilitate the cleanliness of the Technology Center for Meat Processing.
3. Facilitate the procurement of materials needed in meat processing.
4. Facilitate and monitor the remittance of Technology Center's income to the Cashier's Office.
5. Update the Chancellor on the needs of the Meat Processing laboratory.
6. Verifies established procedures used in meat processing.
7. Monitors procedures used in meat processing.
8. Maintains the meat quality standards in the overall processing.

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

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|-----|-------------|---------------|------------|-----------|
| cc: | VSU-Villaba | OVPARGAS      | Accounting | Deans     |
|     | OVPAA       | OUS           | Cash       | Directors |
|     | OVPAF       | ODHRM/OHRSSPR | COA        | File      |
|     | OVPREI      | ODF/Budget    | Registrar  |           |
|     | OVPAS       | OHIA          | Records    |           |