



24 November 2021

**MEMORANDUM NO.** 683  
Series of 2021

**T O: Ms. Cynthia Dolores V. Godoy**

**R E: Designation as OIC Head, Central Analytical Service Laboratory and  
Focal Person, Purchase of PNP Regulated Chemicals**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Head, Central Analytical Service Laboratory effective December 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities. In addition you are also designated as Focal Person for the purchase of PNP regulated chemicals.

As OIC 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. Make recommendations in the improvement, service fees and other management activities.
5. As focal person, you are tasked to prepare the requirements and necessary documents from appropriate office for the purchase of regulated chemicals.

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

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