



8 March 2023

MEMORANDUM NO. 548

Series of 2023

T O: Mr. Medardo C. Magdaro, Jr.

R E: Designation as In-Charge of the Soil, Research and Plant Analysis Laboratory (SRTPAL) of the Department of Soil Science


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as In-Charge of the Soil, Research and Plant Analysis Laboratory (SRTPAL) of the Department of Soil Science effective January 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As In-Charge, you are directed to:

1. Management of the laboratory together with the Laboratory Technician;
2. Oversee laboratory safety and ensures all reagents and supplies are available when needed;
3. Schedule safety training for new laboratory users and retraining for lab users who are in need of refresher training to include but not be limited to: equipment training, safety training and/or lab safety plan reviews;
4. Ensure all laboratory instrumentations/equipment are functioning properly;
5. Daily remittance of collections, when applicable, especially when it reaches at least P500.00;
6. Submit necessary project reports and present accomplishments during the regular annual IGP review of the university;
7. Prepare documents required for accreditation such as but not limited to ISO and AACUP.

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