



8 March 2022

MEMORANDUM NO. 399

Series of 2022

T O: Mr. Bryan B. Roylo

**R E: Designation as In-Charge, Animal Science Laboratory Building,
VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Planning and Infrastructure Management, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As In-Charge, you are directed to:

1. Monitor the security, safety and use of the building, equipment, and materials.
2. Facilitate the safety of each laboratory user.
3. Update the Chancellor through the Department Head and Dean of College on the needs of the Laboratory Building and the equipment.

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

cc: VSU-Villaba COA
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