




MEMORANDUM NO. 376

Series of 2024

TO: **Dr. Robelyn T. Piamonte**

RE: **Designation as Head, Plant Disease Diagnostic Laboratory**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **May 14, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Plant Disease Diagnostic Laboratory**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

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.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **May 16, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPASAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	