



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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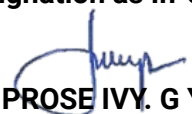
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MEMORANDUM NO. 1015

Series of 2024

TO: **Dr. James A. Patindol**

RE: **Designation as In-charge, Central Analytical Science Laboratory**

FROM: 
DR. PROSE IVY G YEPES
University President

DATE: **December 27, 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 **In-charge, Central Analytical Science Laboratory**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Oversee the daily operations of the Central Analytical Science Laboratory (CASL), ensuring efficient delivery of laboratory services.
2. Manage and maintain laboratory equipment, ensuring that all are properly calibrated, functional, and meet safety standards.
3. Develop and implement standard operating procedures (SOPs) and quality assurance protocols to maintain the accuracy and reliability of analyses.
4. Supervise laboratory personnel, providing guidance, training, and performance evaluations to ensure high-quality outputs.
5. Coordinate with faculty, staff, students, and other external stakeholders to facilitate access to laboratory services and resources.
6. Ensure compliance with safety regulations, environmental standards, and hazardous waste disposal protocols in laboratory operations.
7. Oversee procurement and inventory management of laboratory supplies, reagents, and consumables.
8. Prepare and submit periodic reports on laboratory activities, including utilization, maintenance, and financial performance.
9. Foster collaborations with academic, research, and industry partners to expand laboratory services and capabilities.
10. Perform other tasks related to laboratory management as assigned by the Vice President for Research, Extension, and Innovation or the University President.

OFFICE OF THE PRESIDENT

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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 **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.