



Running Copy

22 February 2021

MEMORANDUM NO. 165
Series of 2021

T O: Ms. Maria Robelyn A. Insik *- 2/22/21*
R E: Designation as OIC Head, Central Analytical Service Laboratory

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 March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

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.

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
EDGARDO E. TULIN
President

cc: OVPAA CASL
OVPAF IASO
OVPPRGAS Accounting
OVPREI COA
OVPSAS Cash
OUS Registrar
ODF/Budget Records
ODAHRD/PRPEO File
Deans
Directors