



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO. 611**  
Series of 2024

**TO: Engr. Clint A. Sarvida**

**RE: Designation as OIC Head, Instrumentation and Laboratory Equipment**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: July 22, 2024**

As per recommendation by the Vice President for Administration and Finance, 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 **OIC Head, Instrumentation and Laboratory Equipment**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the PPO Director in planning, implementation and monitoring all maintenance and calibration activities, budget preparation & prioritization.
2. Prepares the university-wide maintenance and calibration plan
3. Monitor and maintains the calibration reference standards.
4. Records all calibration activities.

As OIC 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 **July 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

**cc:** OVPAF  
OVPPRGAS  
File

**OFFICE OF THE PRESIDENT**

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