



15 May 2023

MEMORANDUM NO. 654
Series of 2023

T O: Dr. James A. Patindol

R E: Designation as Head, Central Analytical Service Laboratory

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Central Analytical Service Laboratory effective May 16, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As 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
President

cc:	OVPAA	CASL
	OVPAF	IASO
	OVPPRGAS	Accounting
	OVPREI	COA
	OVPSAS	Cash
	OUS	Registrar
	FMO/Budget	Records
	HRMO/RSPPRO	File
	Deans	
	Directors	