



30 January 2023

**MEMORANDUM NO.** 212  
Series of 2023

**T O: Ms. Mae Ann Bravo**  
**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 February 1, 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	OHIA
	OVPPRGAS	Accounting
	OVPREI	COA
	OVPASAS	Cash
	OUS	Registrar
	ODF/Budget	Records
	ODHRM/RSPPRO	File
	Deans	
	Directors	