



12 May 2017

**MEMORANDUM NO. 251**

Series of 2017

<b>T O:</b>	<b>Ms. Juvylyn R. Glory</b>	<b>- PhilRootcrops</b>
	<b>Ms. Edralin M. Malasaga</b>	<b>- NCRC</b>
	<b>Ms. Leilani M. Valdevieso</b>	<b>- DFST</b>
	<b>Ms. Robelyn T. Piamonte</b>	<b>- NARC</b>
	<b>Ms. Marissa P. Babilonia</b>	<b>- DBS</b>
	<b>Ms. Catherine C. Arradaza</b>	<b>- DOH</b>
	<b>Ms. Aniceta M. Lumacad</b>	<b>- DSS</b>
	<b>Mr. Rodrigo D. Braga</b>	<b>- DPM</b>
	<b>Ms. Jane M. Abapo</b>	<b>- DoPAC</b>
	<b>Ms. Victoria G. Palermo</b>	<b>- PDDL</b>
	<b>Prof. Ginas Aurea A. Villagonzalo</b>	<b>- DAS</b>
	<b>Dr. Arturo E. Pasa</b>	<b>- ACIAR Forestry</b>
	<b>Ms. Ma. Delia A. Pagente</b>	<b>- CVM</b>
	<b>Ms. Jan Ana B. Masendo</b>	<b>- VSU Hospital</b>
	<b>Prof. Lucia S. Norris</b>	<b>- VSULHS</b>

**R : Designation as Department/Unit/Center/College Pollution Control Focal Person**

You are hereby designated as Department/Unit/Center/College Pollution Control Focal Person effective immediately unless revoked or terminated by higher authorities.

You are tasked to do the following:

1. Secure laboratory safety at all times by observing the following protocols on Laboratory Safety Standards:
  - a. Wearing of personal protective equipment (PPE) when in laboratory
  - b. Fire safety protocols
  - c. Chemical contaminations/poisoning protocols
  - d. Chemical and microbiological storage protocols
  - e. First aid kit
2. Putting up of signages on Lab Safety in laboratory rooms, stock rooms and nearby surroundings.
3. Periodic inventory of lab equipment and chemicals
4. Secure files on Floor Plan, drainage system, water system, electrical wirings/connections
5. Disposal and treatment of chemical wastes
6. Submission of incident report to PCO



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

2/F Administration Building  
Visca, Baybay City, Leyte  
Phone/Fax: +63 53 563 7067  
Email: op@vsu.edu.ph  
Website: www.vsu.edu.ph

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7. Submit laboratory for accreditation and inspection by DENR and other accrediting bodies
  8. Attend and participate in seminars, trainings, symposia, workshops and the like related to safety, toxic waste disposal, environmental concerns
  9. Perform any other duties as assigned to him/her by higher authorities.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: Prof. Allan A. Ramal  
Waste Management & Pollution Control Team  
Records  
File

### **Duties and Responsibilities of Pollution Control Focal Person**

1. Secure laboratory safety at all times by observing protocol on Laboratory Safety Standards
  - a. Wearing of personal protective equipment (PPE) when in laboratory
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8. Attend and participate in seminars, trainings, symposia, workshops and the like related to safety, toxic waste disposal, environmental concerns
9. Perform any other duties as assigned to him/her by higher authorities.

\*this is still open for corrections and suggestions

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