



22 June 2020

MEMORANDUM NO. 245
Series of 2020

T O: Mr. Legario B. Ramos
R E: Designation as Head, Instrumentation & Laboratory Equipment

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of Instrumentation & Laboratory Equipment effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Responsible for the maintenance or restoration of all laboratory and office equipment;
2. Monitor all existing equipment for their functioning and keep records on those needing or soon to be repaired or calibrated;
3. Implement systematic schedule for equipment inspection and maintenance;
4. Contract out services of technician for highly sophisticated equipment, etc.

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