



14 February 2023

MEMORANDUM NO. 373
Series of 2023

T O: Directors and Unit Heads

R E: Submission of Calibration and Maintenance Documents

The Office of the Head of Instrumentation and Laboratory Equipment Unit is streamlining its documentation and logistical processes in lieu of the ISO Preparation. Hence, all Laboratory Technicians/In-charge are requested to submit the documents needed as per the revised procedure manual for the calibration and maintenance of laboratory instruments and equipment on or before **February 17, 2023**, both soft and hard copies to the Instrumentation and Laboratory Equipment Unit.

Attached herein are the forms to be used as per the revised PM for your perusal.

Looking forward for your cooperation and compliance. Thank you very much.


EDGARDO E. TULIN
President

cc: OVPAF
ILEU
Records