



24 February 2022

MEMORANDUM NO. 239
Series of 2022

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 immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As OIC 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
OVPSAS Cash
OUS Registrar
ODF/Budget Records
ODHRM/RSPPRO File
Deans
Directors