



10 February 2023

MEMORANDUM NO. 345
Series of 2023

T O: Ms. Ma. Delia A. Pagente
R E: Designation as Laboratory Manager of CVM

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Laboratory Manager of the College of Veterinary Medicine effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities. As Laboratory Manager, you are directed to:

1. Supervise the overall operations of the CVM laboratories, including the maintenance and use of equipment and inventory/storage of supplies and materials;
2. Coordinate with CVM academic departments in drafting and revising operations manual for technical laboratory protocols and standard procedures;
3. Implement approved operations manual such as but not limited to laboratory standard procedures on waste management and laboratory safety protocols;
4. Coordinate with CVM academic departments on procurement plans for supplies, chemicals, reagents, and resources needed in laboratory classes;
5. Spearhead the implementation of the CVM Laboratory Citizens Charter on receiving samples from clientele for laboratory analysis in coordination with the in-charge faculty member(s);
6. Organize a training program for faculty members and new laboratory personnel on all operations of the CVM laboratories;
7. Conduct a regular program coordinating with academic departments to disseminate information to students about standard procedures at CVM laboratories;
8. Provide assistance during accreditation relating to laboratory needs;
9. Perform other tasks assigned by the CVM Dean or immediate supervisor.

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: CVM
Records
File