



17 January 2023

MEMORANDUM NO. 45
Series of 2023

T O: Directors and Unit Heads

R E: Submission of Updated Master list of Equipment and Instruments

The Office of the Head of Instrumentation and Laboratory Equipment is in need to update its existing database and records. Hence, each unit is requested to submit an updated roster of its equipment and instruments thru its respective focal persons to the OHILE on or before **January 20, 2023**.

This is vital for the monitoring and updating of the annual calibration plan of the university.

For your strict compliance.


EDGARDO E. TULIN
President

cc: OVPAF
OHILE
Records