



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



MEMORANDUM NO. 1064

Series of 2024

TO: **Engr. Clint C. Sarvida**

RE: **Designation as OIC Head, Instrumentation and Calibration**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **December 27, 2024**

As per recommendation by the Vice President for Administration and Finance, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **OIC Head, Instrumentation and Calibration**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the PPO Director in planning, implementation and monitoring all maintenance and calibration activities, budget preparation & prioritization.
2. Prepares the university-wide maintenance and calibration plan
3. Monitor and maintains the calibration reference standards.
4. Records all calibration activities.

As OIC Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-01
V05 06-06-2024
No. 24-1064