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1 July 2020

MEMORANDUM NO. 332
Series of 2020

T O: **Dr. Dario P. Lina**

R E: **Designation as University Firearm Custodian**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as the University Firearm Custodian effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As Custodian, you are directed to:

1. Spearhead the Security department with firearms activity including, but not limited to: issuance and maintenance of firearms, and receiving of firearms;
2. Advise the University President on matters relating to the University Firearms;
3. Maintain firearms inventory and assist in weapon audits;
4. Keep Firearms Control area safe and clean;
5. Identify and facilitate the application and development of a safe and strategic firing range within the premises of the University as maybe possible in the future;
6. Assist qualified RO (Range Officer) in live fire-range duties as requested;
7. Ensure that all firearms will only be used, issued or released to a person license to carry such firearms;
8. Take custody of all firearms of the University;
9. Ensure the proper use and handling of all firearms;
10. Take charge in the licensing and renewal of all firearms of the University;
11. Process the proper disposal of unserviceable firearms;
12. Ensure that all security guards are properly trained in Gun Safety seminars before they are allowed to handle the firearms.

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   ODF/Budget   Directors
       OVPAF   IASO   Records
       OVPREI   Accounting   File
       OVPSAS   Cash
       OVPPRGAS   COA
       OUS   Registrar
       ODAHRD/PRPEO   Deans

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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