



24 March 2022

MEMORANDUM NO. 460
Series of 2022

T O: All Department /Unit Heads, Laboratory Technicians/Laboratory In-Charge
R E: Submission of Annual Calibration Plan and Maintenance Plan of Equipment and Laboratory Instruments

In compliance with the ISO9001:2015 Quality Standards, the Office of the Head of the Instrumentation and Laboratory Equipment (OHILE) directed all concerned Department /Unit Heads, Laboratory Technicians/Laboratory In-Charge to submit the Annual Calibration Plan and Maintenance Plan of all equipment and laboratory instruments of your respective laboratories/units, using the revised forms FM-PPO-18 for the Annual Calibration Plan and FM-PPO-20 for the Annual Maintenance Plan.

For equipment that needs outsourcing of maintenance and calibration, the unit office concerned should include the estimated budget for the calibration/maintenance of that particular equipment. The unit offices/laboratories concerned should submit a subsequent request for funding in the calibration/maintenance of the equipment.

The OHILE should receive the documents on or before March 30, 2022.

Please be guided and for your immediate compliance.


EDGARDO E. TULIN
President