



22 June 2020

MEMORANDUM NO. 231

Series of 2020

T O: Dr. Pastor P. Garcia

R E: Designation as Head, Geographic Information System Laboratory

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

As Head you are tasked to:

1. Provide leadership in the implementation of the programs of the laboratory;
2. Supervise the laboratory personnel;
3. Formulate guidelines for the full use and access by clients of the services provided by the laboratory;
4. Makes recommendations in the improvement, service fees and other management activities of the facility.

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