

March 2, 1998

**MEMORANDUM NO.** \_\_\_\_\_  
Series of 1998 **30**



**T O: Ms. Jeanette B. Israel**  
**R E: Designation as Head of the Property Section**

Because of our serious problem of reconciling inventory record of ViSCA properties with accounting ledger accounts, you are hereby designated temporary head of the Property Section of the SPMD to help Mr. Lauzon work on these problems.

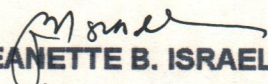

Mr. Lauzon, in the meantime, shall be relieved of routinary work involving acquisition of new equipment nor disposal of disposable items. Ms. Israel shall temporarily perform these job of the Property Officer. However, as designated head of the Property Section, Ms. Israel is expected to work seriously on property reconciliation.

To ensure attainment of this objective, she is authorized to study and revise the work distribution of all Property Office staff including that of Mr. Lauzon.

This shall take effect March 1, 1998 until revoked.

  
**SAMUEL S. GO**  
President 

**CONFORME:**

  
**JEANETTE B. ISRAEL**  
  
**ROBERTA C. LEMOS**