

Visayas State College of Agriculture
Baybay, leyte

OFFICE OF THE PRESIDENT

12 September 1997

Memorandum No. 85
Series of 1997

T O: Mr. Leonell Avellana *an*

R E: Inventory and Repair of Existing Refrigeration and Air conditioning Units in
ViSCA

With the increasing number of non-functional refrigeration and air-conditioning units in ViSCA, you are hereby directed, on top of your existing functions, to make an inventory of these units and submit your findings and recommendations to this office, through the College Secretary, for appropriate actions.

You are also directed to immediately check the air-conditioning units in the DAEAM computer room, currently occupied by the Records Division, for possible use in the computer room for the CHED computers which will arrive on 03 October 1997.

For your immediate action.

Samuel S. Go
SAMUEL S. GO
President

cc: Engr. N. Israel *an*
Mr. P. Encierto *an*
Dr. R.C. Guarte
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