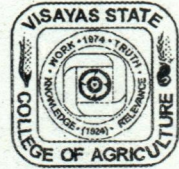


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



6 February 2001

MEMORANDUM NO. 20


Series of 2001

T O: Ms. Jeanette B. Israel
Supply Officer II

R E: Conduct of Physical Inventory of Properties – Current & Fixed Assets

In compliance with CHED Memorandum Order No. 18, Series of 1999 and as required by DBM Regional Office, you are hereby directed to conduct a physical inventory of all properties – Current and Fixed Assets (Land, Buildings and Equipment) and other accountable forms of the four CSI's integrated to ViSCA.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. Conchita Astrologo, LNCAST
Mr. Pablo Pedrera, LSSA
Dr. Victor Ritaga, INAVS
Dr. Celedonia de Asis Palafina, LSSF
Mr. Edgardo L. Dequito, Chief, SPMD
Ms. Lourdes B. Cano, ViSCA AO V
Records

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

SUPPLY- PROPERTY MANAGEMENT DIVISION

February 5, 2001

Dr. Paciencia P. Milan
President
ViSCA, Baybay, Leyte

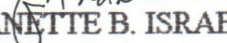
Madam President:

In compliance with the CHED Memorandum Order No 18 series of 1999 as Higher Education Modernization Act. 1997 , and as required by the Department of Budget and Management, Regional Office Tacloban City who will be in ViSCA on February 8, 2001 the Supply - Property Management Division ViSCA, Baybay, Leyte will conduct physical inventory of all properties Current and Fixed Assets (LAND , BUILDINGS AND EQUIPMENT) and other accountable forms of integrated CSI's.

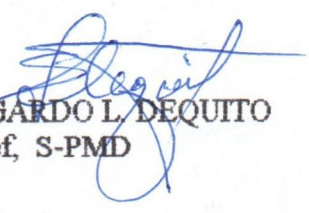
In this connection, may I request your good office to issue us an authorization to be presented to different CSI's to be able to comply with the above requirements.


Thank you.

Very truly yours,


JEANETTE B. ISRAEL
Supply Officer II

NOTED:


EDGARDO L. DEQUITO
Chief, S-PMD


LOURDES B. CANO
Administrative Officer V