



3 April 2018

MEMORANDUM NO. 204

Series of 2018

**T O: Ms. Ma. Teresa Cruz
Mr. Prisco Vidal
Mr. Juancho Lao**

R E: Inspection of Shipment from KOICA

In view of the arrival of equipment/furniture and other items donated by KOICA at VSU Tolosa Campus, you are hereby directed to conduct an inspection on the said delivery starting April 4, 2018 until completion of the work. Likewise, Ms. Cruz is directed to stay for only a day to determine the inspection procedure/work to be done.

Kindly coordinate with Dr. Obdulia Camoying and staff regarding this assignment. You are requested to submit a report to this office.

Expenses related to your travel shall be charged to VSU Tolosa funds.

Please be guided accordingly.

EDGARDO E. TULIN

h President

cc: Dr. Obdulia Camoying
Ms. Louella Ampac
Ms. Alice Flores
Ms. Erlinda Esguerra