

March 11, 1998

MEMORANDUM NO. 31
Series of 1998

T O: Ms. Esther Talisaysay *3/12/98*
Mr. Wilson Paterno Po → *fyg 3/1 ✓*

R E: Committee to Conduct Inspection of Deliveries

In view of Ms. Jeanette Israel's designation as head of the Property Office, Ms. Roberta Lemos requested that Mr. Prisco Vidal be relieved of inspection activities.

With Ms. Esther Talisaysay as Chairman, please constitute yourselves into a committee to inspect deliveries of supplies, materials, equipment and services. Ms. Talisaysay should closely monitor the inspection activities of Mr. Po since she is the only person authorized to sign inspection reports.

With this new assignment, Mr. Po should now be based at ICU where Ms. Talisaysay is presently assigned. However, with regards to this assignment, they shall be considered detailed personnel of the Accounting Division as part of its pre-audit staff.

The ICU head, however, is directed to arrange the work schedule of these two personnel to include inspection. However, although both are under the direct supervision of the ICU head, inspection activities shall be closely monitored by the Accounting Division as part of its pre-audit function.

Please be guided accordingly.


SAMUEL S. GO
President *SL*