

August 14, 1997

MEMORANDUM NO. 76
Series of 1997

T O: ENGR. ALEXIS G. BERTULFO
Audio-Visual Technician I

R E: Designation as Assistant Computer Inspector and Technician

In view of the increasing number of computer units in ViSCA and your technical knowledge as Computer Engineer, you are hereby designated as Assistant Computer Inspector and Technician to do the following functions:

1. To assist Engr. Sean O. Villagonzalo in inspecting computer items delivered to the College.
2. To check and act as signatory in the request for repair of computer units in case Engr. Villagonzalo is on travel or out of campus.
3. To assist Engr. Villagonzalo in the repair of computer units and accessories of the College.
4. To assist in the conduct of a regular program for computer maintenance.

You are entitled to claim overtime pay for urgent repairs of computer units and accessories rendered beyond office hours.

For compliance.


SAMUEL S. GO
President *h/g*

cc: Engr. S. O. Villagonzalo
SPMD
ICU
Records
File