

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

March 17, 1995

MEMORANDUM NO. 42  
Series of 1995

T O: Mr. Dominador A. Lauzon, Jr. *fw 3/20/95*  
Mr. Sergio C. Ibenio *3/20*  
SUBJECT: Comprehensive Inventory Of All World Bank  
And Other VISCA Equipment

It has been noted that there are pieces of equipment that are not yet recorded and issued corresponding Memorandum Receipts.

You are therefore assigned to conduct a comprehensive inventory of all these equipment and for Mr. Lauzon to sign the MR of all equipment that ~~not~~ specifically assigned to an individual staff.

To keep the undersigned informed of the status of your work in conducting the comprehensive inventory of equipment, a monthly status report is required to be submitted to this office.

Please be guided accordingly.

SAMUEL S. GO  
President

cc: Dr. N. P. Pascual  
Mrs. L. B. Cano  
Mr. A. C. Arradaza, Jr.