



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## *Office of the President*

October 1, 1998

MEMORANDUM NO. 104

Series of 1998

T O: **Department/Center/Office/Unit Heads**

SUBJECT: **Equipment Considered As Waste Material**

It has been observed that pieces of equipment which were turned over to the Property Section to be considered as waste material can still be repaired or some of their parts can be removed to replace worn out parts of other equipment.

In view thereof and to save funds in the procurement of spare parts for replacement, department/center/office/unit heads are hereby directed to submit equipment to be considered as waste material to the College Instrumentation Unit for inspection/check-up of usable parts prior to turning-over of the same to the SPMD Property Section.

The SPMD Property Section on the other hand should require the end-user a note from the College Instrumentation Unit prior to the acceptance of the equipment as waste material.

For dissemination and compliance.

  
**SAMUEL S. GO**  
President

cc: College Instrumentation Unit  
Property Section, SPMD  
Records





Visayas State College of Agriculture  
DEPARTMENT OF AGRICULTURAL ENGINEERING AND APPLIED  
MATHEMATICS  
Baybay, Leyte 6521-A



September 14, 1998

Dr. Samuel S. Go  
President  
ViSCA, Baybay, Leyte

S i r:

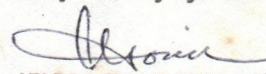
I wish to inform your office that per report of Engr. Sean O. Villagonzalo on the equipment turned over to the Supply Office for Waste Material, many of the equipment can still be repaired, if not, some of its parts can be removed to replace other similar equipment with similar worn out parts.

In this connection, it is suggested that before the equipment is turned over to the Supply Office for "Waste Material", it should pass first the College Instrumentation Unit so that those that will be submitted for Waste Material are really waste material.

We further suggest that a memorandum to this effect be issued to all Departments/Offices/Centers to serve as guide in the disposal of equipment.

Thank you.

Very truly yours,

  
JIMMY R. ROSILLO  
Head, DAEAM

*Approved: [Signature]*