

FILE
NOV 19 1986

155

November 17, 1986

MEMORANDUM NO. 123
Series of 1986

T O: Mr. Dominador Lauzon, Jr.
Dr. Lucylen B. Ponce
Ms. Luzviminda Cagande
Ms. Catalina Pascual
Ms. Felisa Flores

R E: Inventory of Guest House Properties

At the earliest possible, with Mr. Dominador Lauzon, Jr. as overall coordinator, please conduct an inventory of all Guest House Properties in order to update property assignment records considering that some of those items have been reassigned to other locations while others have been moved around. An earlier inventory conducted by Mr. Lauzon may be used as reference in determining property accountabilities. Reassignment of MR at this time is not as important as locating and accounting for all Guest House Properties.

Please be guided accordingly.


M. R. VILLANUEVA
Officer-in-Charge

7