

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

November 9, 1993

383

MEMORANDUM NO. 243  
Series of 1993

T O: All Concerned

SUBJECT: INSPECTION OF DELIVERIES

Effective November, 1993, inspection of all deliveries on supplies and materials, properties and equipment regardless of funding source is transferred to the Internal Control Unit (ICU), with either Mrs. Milagrosa L. Gamotin or Mr. Sergio C. Abenio as signatory to inspection reports.

In this connection, the ICU shall issue notice on the schedule of inspection and other relevant procedures to facilitate the processing of documents. On the other hand, the Accounting Division is hereby advised to turn over the motorcycle together with the tools and other accessories to the ICU for use in inspection activities.

For information and compliance.

*[Signature]*  
SAMUEL S. GO  
President 11/10/93

cc: Internal Control Unit  
- Vice President for Administration  
Supply & Property Management Division  
Accounting Division  
- Financial Management Officer  
All Departments/Centers/Offices  
Records Division  
File