

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 15, 1996

Memorandum No. 101
Series of 1996

T O : Mr. Rotacio Gravoso - *RV 7/17/96*

R E : Submission of Waste Material to the Property Office

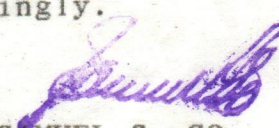
In the conduct of comprehensive inventory of ViSCA equipment, the Property Office found out that the following equipment/semi-expendable supplies under your responsibility are already due for condemnation:

- 1) 1 pc - Typewriter, Royal, elite type, 12" carr.
SN: FPE-11-6982930 USAID
- 2) 1 pc - Recorder, Sony, Model: TCM-17
- 3) 1 pc - Tape recorder, Sony, stereo cassette
Model # CF-5608 2-FM stereo FM/AM AC-DC
6-v, size "D" x4 w/ built-in microphone
w/ SN: 3-548-501-01

In view of this, you are given until July 30, 1996 to submit the required waste materials to the Property Office in order to enable said office to facilitate dropping/cancellation of these condemnable equipment/semi-expendable supplies from your Memorandum Receipt.

The Property Office is expected to submit an inventory list of equipment/semi-expendable supplies which are still usable the soonest time possible, hence, your cooperation is required.

Please be guided accordingly.


SAMUEL S. GO
President *PLA*

cc: Property Div. *RPD - 7-17-96*