



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

22 October 2007

MEMORANDUM NO. 182

Series of 2007

T	O:	Ms. Jeanette Israel	- Chairperson
		Ms. Epifania Tudtud	- Member
		Mr. Juancho Lao	- Member
		Ms. Milagrosa Gamotin	- Member
		Ms. Maria Fe Baslan	- Member


R E: Inventory of All Properties as of October 31, 2007

In view of the appointment of a new President and his assumption to office effective November 1, 2007, please constitute yourselves into an ad hoc committee to conduct inventory of all properties of the university as of October 31, 2007 to facilitate turn over of the accountabilities from the outgoing President to the new President.

Your committee is likewise directed to evaluate the usability of equipment and those which in your evaluation is already due for condemnation, should be dropped from the records after proper documentation.

Due to the urgency of this assignment, you are hereby directed to conduct the inventory on a daily basis, full time until completed. Please temporarily relinquish your present assignments in order to avoid deterrent in the completion of this task.

Please be guided accordingly.


PACIENCIA P. MILAN
OIC President

cc: Ms. Erlinda Esguerra
Mr. Alex Tulin
Dr. Edgardo Tulin
OVPAF
ODA
Records
File