



OFFICE OF THE PRESIDENT

March 8, 1984

MEMORANDUM NO. 41
Series of 1984

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TO: Mr. Dominador Lauzon, Jr.

SUBJECT: VISCA Fabricated Furniture under the Fourth IBRD
Education Project and Furniture delivered from Manila

With the termination of the Fourth IBRD Education Project, we need a complete report on the status and total value of VISCA fabricated furniture.

It has been noted that there are furniture distributed to the different VISCA units without memorandum receipts and therefore remains unaccounted for. These includes VISCA fabricated furniture and those delivered to VISCA from EDPITAF-Manila.

To complete our records, you are hereby directed to conduct a thorough inventory of furniture by department/office or unit including dormitories and staff houses or apartments. Your emphasis shall be on furniture not covered by memorandum receipts. The assistance of Engr. Manuel C. Capacio may be requested in locating the whereabouts of some furnitures and/or in getting the complete specifications and quantity of the VISCA fabricated furniture.

Kindly submit your report (by department/office/center) to this Office not later than March 19, 1984.

J. A. BERNARDO
Presidentcc: Dr. S. S. Go
Engr. M. C. Capacio
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