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Office of the President

20 September 2004

MEMORANDUM NO. 220

Series of 2004

T O: Dr. Lourdes B. Cano
Director for Administration

Ms. Milagrosa L. Gamotin
Head, Internal Control Unit

R E: Monitoring and Evaluation of Physical Plant Office Operations

As part of our effort to provide better service to the LSU community, you are hereby directed to monitor and evaluate the operations of the Physical Plant Office (PPO) effective September 16, 2004 to December 31, 2004.

Please work closely with the Superintendent of PPO to institute measures to make the operations of the office more cost efficient and submit your report at the end of your assignment.

For your guidance and compliance.


PACIENCIA P. MILAN
President

cc: OVPAF
PPO
HRMDO
Records
File