


VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

July 15, 1996

Memorandum No. 99
Series of 1996

T O : Ms. Ma. Isabel M. Cano 
R E : Submission of Waste Material to the Property Office

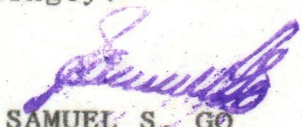

In the conduct of comprehensive inventory of ViSCA equipment, the Property Office found out that the following equipment/semi-expendable supplies under your responsibility are already due for condemnation:

- 1) 4 pcs - Headphone, stereo, Sony, Model: MDR-45

In view of this, you are given until July 26, 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 

cc: Property Div.  7-17-96