

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

October 5, 1995

MEMORANDUM NO. 116
Series of 1995

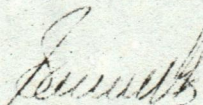
T O : All Concerned

SUBJECT : Securing Clearance From SPMD Before Preparing PJR's
For Supplies & Materials

It has been noted that some Department Heads, Center Directors, Office Heads and Research Project Leaders are preparing PJR's for some supplies and materials which are found in stock at the SPMD.

In view of this and in order to avoid overstocking of supplies and materials at the SPMD, list of materials needed should first be presented to the SPMD for verification as to the availability of supplies in stock. Only those not found in stock shall be included in the PJR's.

Please be guided accordingly.


SAMUEL S. GO
President