




September 8, 1997

MEMORANDUM NO. 81
Series of 1997


T O: Mr. Simeon P. Sedrome 
Mr. Manuelito C. Pala 
Ms. Velma P. Bontuyan 

R E: **Separate Inventory Report for Furniture, fixtures, Equipment, Books and Work Animals which can be Considered as Semi-Expendable Supplies per COA Circular No. 97-005**

With Mr. Simeon P. Sedrome as Chairman and Ms. Velma P. Bontuyan as Secretary, please constitute yourselves into a committee to prepare a separate list of all furniture, fixtures, equipment, books and work animals which may be considered as semi-expendable. The final list shall be used by the Accounting Division in effecting adjustment in the books in order to reduce the fixed asset account of the College. Since the Property Office has just conducted the comprehensive inventory of all equipment, you may first use their output in coming out with the required list.

Please submit your report/output on or before November 30, 1997.

Please be guided accordingly.


SAMUEL S. GO
President 