

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 15, 1996

Memorandum No. 105
Series of 1996

T O : Ms. Rosa Ofelia Velarde *at 7/17*

R E : Submission of Waste Material to the Property Office

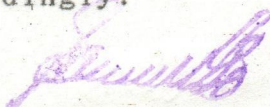
In the conduct of comprehensive inventory of ViSCA equipment, the Property Office found out that the following equipment/semi-expendable supplies under your responsibility are already due for condemnation:

- 1) 1 pc - Puncher
- 2) 1 pc - Refrigerator

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 *pk*

cc: Property Div. *PBO - 7-17-96*