

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Baybay, Leyte

**OFFICE OF THE PRESIDENT**

July 15, 1996

Memorandum No. 109  
Series of 1996

**T O : Prof. Elizabeth Briones** *- gila 7/17*

**R E : Submission of Waste Material to the Property Office**

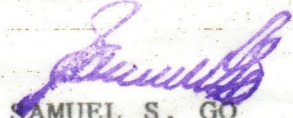
In the conduct of comprehensive inventory of ViSCA equipment, the Property Office found out that the following equipment/semi-expendable supplies under your responsibility are already due for condemnation:

- 1) 1 pc - File, triangular, 6"
- 2) 1 pc - Hose, rotating
- 3) 2 pcs - Pail, plastic
- 4) 2 pcs - Pitcher, plastic w/cover
- 5) 1 pc - Refrigerator (lab-line)
- 6) 1 pc - Adaptor 3-v (for casio calculator)

In view of this, you are given until July 30, 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 *aka*

cc: Property Div. *PBO 2 7-17*