



LEYTE STATE UNIVERSITY

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Office of the President

5 March 2004

MEMORANDUM NO. 63

Series of 2004

T O: Dr. Oscar B. Posas, Dean, College of Agriculture
Dr. Eduardo O. Mangaoang, Dean, College of Forestry
Dr. Dolores L. Alcober, Dean, College of Education
Prof. Algerico M. Mariscal, Director, PhilRootcrops
Dr. Roberto C. Guarte, Director, NCRC-V
Dr. Lelita R. Gonzal, Director, NARC
Dr. Belita A. Vega, Director, ISRDS
Dr. Edwin A. Balbarino, Director, FARM

R E: Designation of Property Custodian

In order to ensure that properties of the university distributed to different colleges and research centers are managed properly and utilization are maximized, there should be one Property Custodian to be designated from the existing permanent employees in your respective college/center. The designated property custodian shall be expected to provide care and maintenance of the properties under his custody. He/She shall be properly trained as to the recording and handling of said properties including the preparation of inventory records and recording in the stock/bin cards.

In view of this, you are hereby directed to submit to this office not later than March 10, 2004 the name of the permanent employee in your college/center who will be designated by this office as your Property Custodian.

For compliance.


PACIENCIA P. MILAN
President

US
J. ISRAEL
L B Cawo
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