



June 11, 1987

MEMORANDUM No. 64
Series of 1987

TO: Dr. Leonardo L. Manalo
Assistant to the President and
In-charge, ViSCA Manila Office

RE: Designation as ICU Inspector of Supplies/Equipment
Purchased by the ViSCA Manila Office

In view of the impracticality of sending an ICU representative from Baybay to Manila whenever purchases are made, I hereby authorize you to inspect purchases of supplies and materials intended for the daily operation of the ViSCA Manila Office. Furthermore, authority is granted for you to open sealed quotations covering requisitions amounting to P10,000 and below in order to economize and maintain efficiency in our operation. Please observe pertinent auditing rules and regulations.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Mrs. Norma Cala
Mr. Tomas Tuason