

35
March 8, 1994

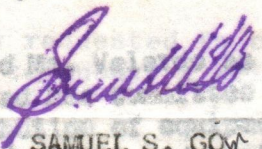
MEMORANDUM NO. 33
Series of 1994

T O: Dr. Jose M. Alkuino, Jr.

R E: Task Force Membership

You are hereby designated as member of the Task Force assigned to coordinate activities of the Experts' Pool. Mr. Paciano T. Quirol, Task Force Chairman, will orient/apprise you with the details of the work of the Task Force.

Please be guided accordingly.


SAMUEL S. GO
President

1. To determine whether a certain equipment is fully utilized in the department where it is presently assigned. If underutilized, to recommend how and where to assign said equipment to assure full utilization.
2. To do preliminary arrangement with offices/departments concerned in case there is a need for swapping/transferring of equipment including possible pooling of vehicles if necessary at the Physical Plant Office.

This memorandum serves as your authority to conduct ocular inspection of the equipment.

A regular progress report on the committee's output will be appreciated.

Please be guided accordingly.


SAMUEL S. GO
President

cc: Dr. N. P. Pascual