



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

16 March 2004

MEMORANDUM NO. 73

Series of 2004

T O: Mr. Manuelito C. Pala
Mr. Dominador A. Lauzon, Jr.
Engr. Marionito J. Gonzales
Mr. Leodegario B. Ramos
Mr. Silvestre B. Cagande
Mr. Florencio B. Macariola
Mr. Prisco P. Vidal

R E: Creation of Inspection Services Team

Inspection of supplies, materials and equipment (S/M/E) follows after delivery and before the S/M/E shall be considered as waste or unserviceable. Compliance with the standards and specifications and existing laws and rules should be looked into.

In this connection, please constitute yourselves as the LSU Inspection Services Team with the specific area of concern:

Mr. Manuelito C. Pala	-	Coordinator, PSO
Mr. Dominador A. Lauzon, Jr.	-	Coordinator, Property Office
Engr. Marionito J. Gonzales	-	IT Equipment, Peripherals & Supplies
Mr. Leodegario B. Ramos	-	Laboratory equipment and supplies, electrical and electronic equipment
Mr. Silvestre B. Cagande	-	Construction supplies and hardware
Mr. Florencio B. Macariola	-	Automotive equipment and spare parts
Mr. Prisco P. Vidal	-	Office supplies and equipment

The PSO and Property Office personnel shall be responsible for the preparation of the appropriate inspection reports and the maintenance of records of inspection. You shall prepare the necessary guidelines and standard operating procedures relative to inspection.

Please be guided accordingly.


PACIENCIA P. MILAN
President