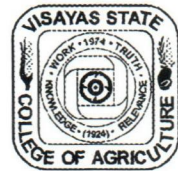


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



19 July 2001

MEMORANDUM CIRCULAR NO. 57
Series of 2001

T O: Department/Center/Office/Unit Heads

R E: Equipment Considered As Waste Material

It has been observed that pieces of equipment which were turned over to the Property Section to be considered as waste material can still be repaired or some of their parts can be removed to replace worn out parts of other equipment.

In view thereof and to save funds in the procurement of spare parts for replacement, Department/Center/Office/Unit Heads are hereby directed to submit equipment to be considered as waste material to the following concerned offices for inspection/check-up of usable parts prior to turning-over of the same to the SPMD Property Section:

COLLEGE INSTRUMENTATION UNIT (CIU) for the following equipment:

- **Computers, Accessories, peripherals, AVR, UPS, and other electronic office equipment**
- **Typewriters, mimeographing machines**
- **A/V equipment – slide and overhead projectors, television, video cassette players/recorders, audio equipment and other electronic A/V equipment.**
- **Laboratory equipment – microscopes, analytical and triple beam balance, furnace, ovens and other electronic and precision laboratory equipment**

PPO for the following equipment:

- **Electrical Equipment - Electric Fans, Electric Motors, etc.**
- **Mechanical Equipment – air-conditioners, refrigerators, motorcycles, etc.**

The SPMD Property Section on the other hand should require the end-user a note from the College Instrumentation Unit prior to the acceptance of the equipment as waste material.

For dissemination and compliance.


PACIENCIA P. MILAN
President