

Revised 9-J-95  
*[Signature]*

August 31, 1995

MEMORANDUM NO. 104  
Series of 1995

T O: Mrs. Epifania Tudtud

SUBJECT: Result of Inventory Taking of Properties

The comprehensive inventory conducted by the Property Office reveals that the following items are due for condemnation:

- 1) 20 pcs. Diskette Maxell HD 5 $\frac{1}{4}$  (07-91 - 28 to 47)
- 2) 1 pc. Emergency lamp, AC-DC with auto-recharge batteries (07-86-501)
- 3) 4 pcs. Glass top, office table: 0.5 cm x 700 cm x 116 cm (07-84-1307 to 1310)

You are therefore directed to submit the waste materials of the above-mentioned items to the Property Office so that the necessary report can be prepared.

Furthermore, it was found out that 1 unit puncher, paper 2-holes "Wilson" H.D. (07-87-1866) was missing. Please initiate actions to recover the same. Status of compliance to this directive should be reported to this office not later than October 31, 1995.

Please be guided accordingly.

*[Signature]*  
SAMUEL S. GO  
President