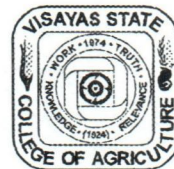


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VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



9 March 2001

MEMORANDUM NO. 41
Series of 2001

T O: **Engr. Roque de Pedro**
Engr. Manolo Casangcapan *shw.*
R E: **Review of Meter Reading Report**

In order to maintain check and balance and to ensure correctness of the report prepared by the PPO as to electricity consumption you are hereby requested to review the report prepared by the Physical Plant Office personnel meter reader.

It was noted that no other office is reviewing the PPO output, hence, this memorandum. Engr. Encierto is therefore directed to course thru Engr. De Pedro and Engr. Casangcapan the meter reading result of electricity consumption starting March for their review before same is submitted to OVPA for preparation of bill.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN
President

cc: Dr. Nerelito Pascual, OVPA
Engr. Apolonio Encierto, PPO
Records
File

shw.