

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

January 6, 1988

January 11, 1988

Memorandum No. 01
Series of 1988

T O: Prof. Camilo D. Villanueva - Chairman
Mr. Alfredo Arradaza, Jr. - Member
T O: Ms. Beatriz P. Modina - Member
Ms. Norma Y. Cela - Member
Mr. Tomas G. Tuazon - Member
SUBJECT: SUBMISSION OF THE 1987 ANNUAL REPORT
R E: Task Force to Study Problem Associated with Purchasing
of Supplies and Materials and Issuance of Payment
to Suppliers on Time

Please be reminded that all offices, units and centers were supposed to have submitted their CY 1987 Annual Report last December. By virtue of the authority vested in me by the Board of Trustees, you are hereby appointed with Dir. Camilo D. Villanueva as Chairman, to constitute a Task Force to perform the following assignments:

1. Review the existing procedure on processing and serving RIVs and SIVs, identify problems and bottleneck areas and recommend simplification of procedures that will improve efficiency without sacrificing economy;
2. Review the existing system of processing and issuing payment to suppliers, identify problems causing delays using the case of San Jose Educational Supply Co. of Cebu City as an example and recommend whatever changes should be introduced to make the procedure more simple, more convenient to the requisitioner and to VISCA administration, and more efficient both from the point of view of VISCA and the suppliers.

Please submit your recommendation on or before January 25, 1988.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Dr. Samuel S. Go