

183

February 6, 1987

MEMORANDUM NO. 12
Series of 1987

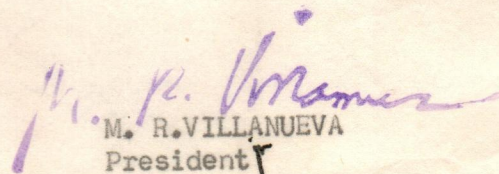
T O:	Dr. Guindolino R. Geron	- Chairman
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	Dr. Vicente A. Quiton	- Member
	Dr. Eliseo R. Ponce	- Member
	Dr. Manuel K. Palomar	- Member
	Ms. Norma V. Cala	- Member
	Dr. Nerelito P. Pascual	- Member

R E: New Acquisition and Repair of Equipment

Acquisition, repair and maintenance of equipment are very necessary in our operation, particularly considering the limited appropriation we receive for this purpose and the difficulty of getting equipment funds. To systematically program our procurement and repair work and determine the priorities in programming our funds, please constitute yourselves into a Committee with the following functions:

1. To formulate guidelines for determining priorities for new acquisition and for allocation of funds for repair of existing units.
2. To review list of equipment needs by various units and determine priorities for new funds allocation.
3. To assess priorities by various units for allocation of funds for repair and/or maintenance.
4. To perform other functions related to equipment for instruction, research and extension.

Thank you.


M. R. VILLANUEVA
President