



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

3 March 2000

MEMORANDUM NO. 43

Series of 2000

T O: **Engr. Ramon Orias** - *7m/6*
Dr. Perfecto Bartolini
Ms. Jeanette Israel - *JMI*

R E: **Inventory and Turn-Over**

In view of the administration's decision to stop the operation of the ViSCA Printing Press effective April 1, 2000, you are hereby directed to conduct an inventory of all supplies and equipment and to turn it over to Dr. Perfecto Bartolini as input in studying how the ViSCA Printing Press can be profitably operated in the near future.

You are hereby directed to submit your report and the result of the inventory to this office not later than March 15, 2000.

Please be guided accordingly.

P. Milan
PACIENCIA P. MILAN
President