

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

September 13, 1999

MEMORANDUM NO. 77
Series of 1999

T O: Mr. Nevin Pacada — thru SPMD - ~~transmittal~~ 9/14
VCO Buyer

R E: Pre-Inspection of Computer Deliveries at VCO
as a Requirement for Payment

In view of the heavy workload of Engr. Sean Villagonzalo at the Instrumentation Unit and at ViCARP, pre-inspection deliveries of computers and ~~similar~~ equipment can no longer be given priority, hence, the delay in the processing of vouchers.

In order to solve this problem which is always used as alibi in the processing of vouchers, effective immediately, all deliveries of this kind need not be passed through Engr. Villagonzalo anymore. However, every delivery must first be checked by Mr. Pacada at ViSCA Cebu Office to ensure that the computer is functional, the specifications as indicated in the P.O. are really met by the supplier and that said equipment/computer is really worth accepting by the end-user. Every computer shipped to Baybay must always be with Mr. Pacada's certification that the unit delivered meet the specification of the P.O.

For immediate compliance.

NERELITO P. PASCUAL *erc*
Officer-in-Charge 9/13/99

cc: SPMD — 9-15-99 *WCC*
VCO —
Instrumentation Unit — *Engr. Villagonzalo*
Records

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte


VICE PRES. ADMINISTRATION	
VISCA, BAYBAY, LEYTE	
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DATE	8/16/99
SIG	1771

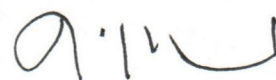
1st Indorsement
August 13, 1999

Respectfully forwarded to the College Officer-in-Charge the attached request of Mr. Edgardo Dequito with the following comments:

1. Passing all deliveries for computer and other pieces of equipment to Engr. Sean Villagonzalo for testing and inspection is an internal policy designed by the President to ensure that specification in the purchase order especially for computers are really complied with by the suppliers. During that time, very few were conversant regarding computers, hence, that policy.
2. During the time the policy was issued, Engr. Villagonzalo was not yet fully utilized to inspect and repair computers but more involved as DYAC manager.
3. With Engr. Villagonzalo's volume of work at the Instrumentation Unit, not even mentioning his involvement with ViCARP, continuously involving him in computer deliveries will surely not only delay the processing of MRs and the voucher for payment to suppliers but will pose added risk of computer damage due to transfer of the unit from SPMD to DAEAM and later back to SPMD prior to withdrawal by the end-user.

It is therefore recommended that the above-mentioned policy be revoked. Instead, it is recommended that with the availability of one computer unit at VCO, Mr. Nevin Pacada, the VCO Buyer who also happens to be an Electronics Engineering graduate be authorized to inspect computers at VCO before same shall be shipped to ViSCA Baybay. However, Engr. Villagonzalo can be consulted anytime but passing thru him all deliveries of computers prior to inspection and payment is no longer required.


LOURDES B. CANO
Administrative Officer V

Approved :


Visayas State College of Agriculture
Baybay, Leyte

SUPPLY-PROPERTY MANAGEMENT DIVISION

August 12, 1999

Dr. Nerelito P. Pascual
OIC, President
ViSCA, Baybay, Leyte

Thru: Ms. Lourdes B. Cano
Administrative Officer V

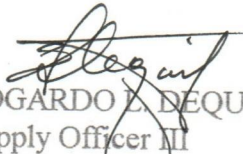
Sir:

The policy of Mr. Sean Villagonzalo, Head Instrumentation Unit, to let S-PMD bring purchased computer units to his office for testing is onerous and impractical on our part because of the following reasons:

1. The processing of the MR after inspection is done by this office and so would entail another physical transfer of the unit which increases the risk of breakage and/or impairment.
2. In Mr. Villagonzalo's absence when he is out of the office, on leave or on official business, the question of security of the unit is raised.
3. The responsibility in the custody of the unit remains with S-PMD until after the end-user signs the Memorandum Receipt.

Due to the aforesaid reasons I would like to request that Mr. Sean Villagonzalo tests S-PMD's purchased computer units and other pieces of equipment that need his technical expertise at the S-PMD office; that he sets a specific hour and day when he shall conduct his testing for the information of all concerned. That in his absence he shall designate somebody to sign documents in his behalf so that processing of the papers shall not be stalled.

Very truly yours,


EDGARDO L. DEQUITO
Supply Officer III

cc: Property Section
File

Visayas State College of Agriculture
Baybay, Leyte

SUPPLY-PROPERTY MANAGEMENT DIVISION

August 12, 1999

TO: Mr. Carlito N. Silao
Storeroomkeeper, S-PMD

SUBJECT: Transfer of duties and responsibilities to the Supply Office,
Administration Building.

You are hereby ordered to report to Mr. Manuelito C. Pala at the Supply Office,
Administration Building, to exercise the following functions:

1. Monitoring of PJR's
2. Expediting the process of payment to suppliers and other claims of reimbursement of S-PMD and VCO staff.

This office order takes effect on August 16, 1999 and shall remain in force until sooner
revoked.



EDGARDO L. DEQUITO
Supply Officer III

cc: OP
OVPA
OAA
Accounting
HRMDO
file