

7  
09 January 1990

MEMORANDUM NO. 7  
Series of 1990

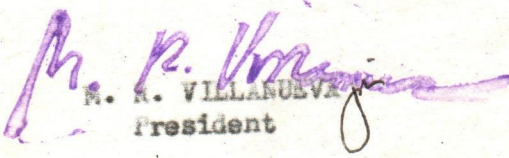
TO: Dir. Camilo D. Villanueva - Chairman  
Ms. Norma V. Cala - Member  
Mr. Sixto P. Sandoval - Member  
Dr. Jose L. Bacusmo - Member  
Mr. Daniel M. Tudtud, Jr. - Vice-Chairman

RE: REVIEW OF FISCAL MANAGEMENT AND PROCUREMENT SYSTEM  
OF VISCA

In our attempt to further improve our support services to the academic programs of the College there is a need to continually assess our operation in order to identify bottlenecks and institute immediate solutions. With these objectives, you are hereby appointed to constitute a Task Force with the following functions:

1. Review the present fiscal and procurement operations of the College taking into consideration assessments and changes made earlier.
2. Identify bottlenecks and areas needing improvement segregating them according to organizational, personnel, procedural, etc. factors. Specific areas of concern are timely processing and payment of salaries/wages and purchase of supplies and materials.
3. Recommend improvement in the operation based on existing resources.

Please submit your recommendations through the VPA within six (6) weeks.

  
M. R. VILLANUEVA  
President

cc: Dr. Samuel Go  
Budget  
ICU  
Accounting  
Cash Div.  
Supply Office/Property Office  
COA