

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

March 30, 1995

MEMORANDUM NO. 44
Series of 1995

T O: Mr. Alfredo C. Arradaza, Jr. *→ by: original copy - date 3/31*
Chief, SPMD

SUBJECT: Property Management

As Chief of the Supply and Property Management Division, you are hereby directed to intensify supervisory work on the conduct of a comprehensive inventory of all VISCA equipment to ensure that all equipment are duly received by VISCA staff or by Mr. Dominador Lauzon.

In view of this, you are required to note the monthly progress report of the comprehensive inventory conducted by the Property Office with assistance from the Internal Control Unit. Please focus your attention on the comprehensive inventory so that it can be completed soonest.

For compliance.

[Signature]
SAMUEL S. GO
President *plm*

cc: Dr. N. Pascual *[Signature]*
Ms. L. Cano *[Signature]*
Mr. S. Buzon *[Signature]*
Mr. D. Lauzon *[Signature]*
Mr. M. Pala *[Signature]*
Mr. S. Abenio *[Signature]*
Records
File