



# LEYTE STATE UNIVERSITY

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Philippines

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*Office of the President*

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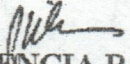
MEMORANDUM CIRCULAR NO. 17  
Series of 2004

- T O:** Heads of Units and Custodian of Supplies  
All Personnel of PSO  
All Personnel of Property Office  
Accounting Personnel in Charge of Inventory Control & Bookkeeping  
Campus Dean and Supply Officers of External Campuses
- R E:** Attendance to a One-Day Seminar Workshop on Property and Supply Management

In spite of efforts to continuously improve the system in the procurement of supplies, materials and equipment there is still a need to further modify it, especially with the new scheme as mandated by RA 9184. In addition, colleges inside the main campus and even in the external campuses have not yet set up its own inventory management system. Thus, a need to conduct a one-day seminar on Property and Supply Management to address the above problems.

In this connection, you are therefore required to attend the seminar workshop on March 5, 2004 at the CCE Building.

Please be guided accordingly.

  
PACIENCIA P. MILAN  
President

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