

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 3, 1996

Memorandum No. 93  
Series of 1996

T O : Ms. Ma. Epifania G. Tudtud

R E : Submission of Waste Material to the Property Office

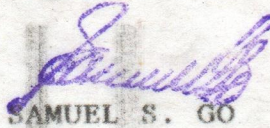
In the conduct of comprehensive inventory of ViSCA equipment, the Property Office found out that the following equipment/semi-expendable supplies under your responsibility are already due for condemnation:

- 1) 20 pcs - Diskette, Maxell DD (07-91-28 to 47)
- 2) 1 pc - Emergency Lamp, AC/DC w/auto charge batteries (07-86-501)
- 3) 4 pcs - Glass top, office table, .5cm x 70 cm (07-84-1307 to 1310)
- 4) 1 pc - Puncher paper, 2-holes Wilson HD (07-83-1866)

In view of this, you are given until July 15, 1996 to submit the required waste materials to the Property Office in order to enable said office to facilitate dropping/cancellation of these condemnable equipment/semi-expendable supplies from your Memorandum Receipt.

The Property Office is expected to submit an inventory list of equipment/semi-expendable supplies which are still usable the soonest time possible, hence, your cooperation is required.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Property Div. *rfst 7/9*