



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte 6521-A
Philippines

TeleFax: +63 53 563 7108

e-mail: rguarte@vsu.edu.ph; website: www.vsu.edu.ph

Office of the Vice President for Administration & Finance

03 March 2015

MEMORANDUM NO. 08
Series of 2015

TO : Dr. Lorina L. Galvez – Representative, Food Innovations Laboratory
Dr. Eugene Lañada – Representative, Animal Disease Diagnostic Laboratory
Prof. Alan B. Loreto – Representative, Technology Business Incubator
Dr. Marichu M. Padayao – Representative, Environmental Management & Research Laboratory
Dr. Edwin A. Balbarino – Representative, Mechanical Engineering Laboratory
Dr. Roberta D. Lauzon – Representative, Fish Nutrition Laboratory
Dr. Felipe Q. Albeos – Representative, Animal Health Laboratory

RE : Discussion and Finalization of the List of Equipment for Bidding

You are directed to attend a meeting on Thursday, 05 March 2015, 2:00 PM, at the Conference Room of the Office of the Vice President for Administration and Finance to discuss important matters relative to the procurement of various equipment indicated in the attached List of Proposed Equipment that you have submitted. Please bring with you the complete specifications for each equipment for discussion and finalization.

For your information and compliance.

A handwritten signature in black ink, appearing to read "Roberto C. Guarte".

ROBERTO C. GUARTE
Vice President for Administration and Finance/
BAC Chairman