

December 28, 1995

MEMORANDUM NO. 155  
Series of 1995

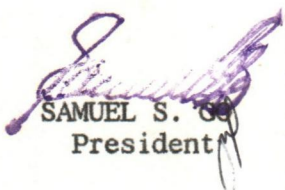
T O: Miss Milagros C. Yu  
Mrs. Milagros L. Gamotin  
Mr. Sergio C. Abenio

SUBJECT: Inventory of Disposable Records

With Miss Milagros C. Yu as Chairman and Mrs. Milagrosa L. Gamotin and Mr. Sergio C. Abenio as Members, please constitute yourselves into an Ad Hoc Committee to inventory disposable records at the former Records Office and to determine duplicate copies of documents which are still of value to the College. Mrs. Gamotin is specifically instructed to identify vouchers and supporting documents which might be needed in the implementation of the 1987 SAO report.

Please submit your recommendations not later than January 31, 1995.

Please be guided accordingly.

  
SAMUEL S. Gamotin  
President