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Office of the President

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MEMORANDUM NO. 35

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T O: Mr. Ariel Mantua

R E: Duties and Responsibilities

In order to effect a more efficient delivery of services, you are hereby given the following duties and responsibilities effective immediately:

1. Conduct pre-inspection of delivery based on the invoice – receipt and purchase order.
2. Assists the inspectors in the inspection of newly delivered items.
3. Assists in preparing individual equipment card of newly delivered equipment and preparation of stickers.
4. File property reports and other property records.
5. Perform other functions assigned by the office head from time to time.

Please be guided accordingly.


PACIENCIA P. MILAN
President 

cc: Ms. J. B. Israel
Dr. J. Alkuino, Jr.
SPMO
ODA
HRMDO
Records
File