



18 January 2021

MEMORANDUM CIRCULAR NO. 05

Series of 2021

T O: Director for Research, Center/Institute Directors, College Deans, Department Heads, Heads of Laboratories

R E: Inventory of Laboratories, Laboratory Equipment, Vehicles, etc.

In preparation for the ISO Surveillance Audit scheduled on Feb. 4-5, 2021, please fill-out the attached lists to guide the General Services Office in the preparation of the University's Preventive Maintenance Plan. Kindly submit the lists to Engr. Marlon G. Burlas of the GSO, copy furnish Dr. Remberto A. Patindol and Mr. Medardo C. Magdadaro, Jr. on or before Wednesday, Jan. 20, 2021.

For IMMEDIATE compliance.


EDGARDO E. TULIN
President