

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

February 22, 1995

MEMORANDUM NO. \_\_\_\_\_  
Series of 1995 26

T O: Mrs. Norma V. Cala *dy*

R E: Disposal of Waste Materials and Unserviceable Equipment

Please coordinate with the Property Officer for an early disposal/sale, through public bidding, of waste materials and unserviceable equipment. This should be done within the second quarter.

Offices/units with waste materials and unserviceable equipment should be informed to turn them over to the Property Office for proper disposal.

*Samuel S. Go*  
SAMUEL S. GO  
President *for*

cc: Dr. N. Pascual  
Mrs. M. Camotin  
Mr. D. Lauzon, Jr. *for 2/23/95*