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To: Dr. Carmiano M. Miranda  
Mr. Joel M. Ancheta  
Mr. Silvestre Cagande  
Ms. Evelyn T. Bestil

Ms. Sharon Singzon  
Prof. Ruben M. Mercado  
CSSC President  
July 21, 1994

SUBJECT: VISCA SANITATION AND BEAUTIFICATION COMMITTEE

MEMORANDUM NO. 73

Series of 1994

Immediately, and with Dr. Carmiano M. Miranda as Chairman, please constitute yourselves into The VISCA Sanitation and Beautification Committee with the following duties:

To: Mr. Sergio C. Abenio

1. **SUBJECT: Inventory Taking and Recording/Warehousing of OSA Stocked Supplies and Materials**  
To monitor and coordinate the inventory taking and recording of OSA Stocked Supplies and Materials in the OSA units, Student Dormitories, Office & other buildings, and their surroundings.

2. In coordination with Mr. Joel Ancheta, please conduct an inventory of all stocks found at the OSA bodega. Based on said inventory, please prepare and maintain stock cards per item. Any withdrawal should be duly recorded/monitored. Mr. Joel Ancheta is requested to provide two padlocks, one to be kept by OSA and the other to be kept by you or the ICU.
3. To formulate and recommend a drainage system including recommendation for appropriate drainage system in the above mentioned areas.  
Please be guided accordingly.

4. To formulate guidelines and recommend any form of incentives and awards to deserving staff, students and any-VISCA occupants involved in sanitation and beautification activities.

*Samuel S. Go*  
SAMUEL S. GO  
President  
7/21/94

5. To recommend to the office of the President for sanction of any VISCA staff, students, and other VISCA occupants regarding violation of sanitation and beautification policies.

cc: Mr. Joel Ancheta  
Records  
File

It will be much appreciated if your committee can start the work before the VISCA anniversary.

Please be guided accordingly.

*Samuel S. Go*  
SAMUEL S. GO  
President

cc: Records  
File

5. Hiring of personnel on "emergency basis" shall be minimized.

Please be guided accordingly.

*Samuel S. Go*  
SAMUEL S. GO  
President