

July 3, 1996

Memorandum No. 92
Series of 1996

T O: Dr. Nerelito P. Pascual - *7/9/96*
Dr. Vicente A. Quiton - *2/9*
Dr. Justiniano L. Seroy > *[Signature]*
Ms. Roberta C. Lemos
Ms. Lourdes B. Cano - *7/9/96*
Ms. Norma V. Cala - *7/9/96*
Prof. Sixto P. Sandoval

R E: Budget and Equipment Committee

With Dr. Nerelito P. Pascual as Chairman, please constitute yourselves into a Budget and Equipment Review Committee with the following duties:

- 1) Every third quarter of the year, to review and analyze the financial needs of departments/projects/offices taking into consideration the actual expenditure during the first half of the year compared with budgetary allocations.
- 2) Based on this analysis, to recommend revision of subsequent year's allocation and to recommend adjustments in the current year's allocation.
- 3) To review and recommend the final list of equipment to be submitted to the DBM to support the release of appropriation for equipment outlay.

Please be guided accordingly.

[Signature]
SAMUEL S. GO
President *8/1*