

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
Bzybay, Leyte

February 12, 1996

OFFICE OF THE PRESIDENT

**MEMORANDUM NO. 17**  
Series of 1996


**T O:** Ms. Milagrosa L. Gamotin  
Mr. Sergio C. Abenio  
Mr. Manuelito C. Pala  
Mr. Dominador A. Lauzon Jr.

**R E:** Inventory at ViSCA Hostel

With Ms. Milagrosa L. Gamotin as chairman, please constitute yourselves into a committee to assist in the inventory taking of properties of the ViSCA Hostel and the turn-over of College properties from the former manager to Ms. Alicia Masendo.

The Committee may need to determine the remaining inventory and compare it with the records of purchases of supplies for the ViSCA Hostel less the actual consumption.

Please be guided accordingly.

  
**SAMUEL S. GO**  
President

cc: Dr. N.P. Pascual  
Prof. P.Q. Marquez