

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



12 September 2000

Memorandum No. 165

To: **Ms. Jeanette B. Israel**
Head, Property Section

In order to improve the mechanism to monitor and conduct of inventory of housing units to be turned-over/returned by occupants and to immediately protect the interest of the College, you are hereby directed, as Head of the Property Section of SPMD, to include the following tasks as part of your duties and responsibilities:

1. To arrange and facilitate the take over of housing units scheduled for turn-over to the college in coordination with the Housing Committee and;
2. To conduct inventory of the fixtures and facilities of the housing unit to be turned over, as indicated in the Memorandum Receipt and other related documents to determine the extent of the accountability/liability of the occupant(s) to the college.

For compliance.


PACIENCIA P. MILAN
President

cc: Mr. Edgardo L. Dequito – Chief, SPMD
Dr. G. R. Gerona – Chairman, Housing Committee



Tel./Fax No. : (053) 335-2601
Email : opvisca@mozcom.com

Manila Office:
8 Lourdes St., Pasay City
Tel. No. : (02) 521-2027
Fax. No. : (02) 525-6849

Cebu Office:
497-E Molave St., Cebu City
Tel. No. : (032) 232-8077/78