

July 20, 1989

MEMORANDUM NO. 99
Series of 1989.

T O: Dr. Leonardo L. Manalo

R E: Authority to Inspect Supplies and Materials Purchased
and to Perform Pre- and Post-Inspection of Repairs

As per our discussion today at VISCA Baybay, in the presence of the COA Resident Auditor, ICU, Budget, Cashier and Accounting representatives, you shall continue assuming the standing authority given to you to do inspection of supplies and materials and pre- and post-inspection* of non-technical equipment assigned in the Manila Office, provided that the value of each transaction will not exceed P10,000. It is understood that the items covered by these transactions are requested or received by other employees in the office.

This special authority is given considering the location of the Manila Office and the difficulty in adopting the usual procedure.

Please be guided accordingly.

M. R. Villanueva

M. R. VILLANUEVA
President

* repair

cc: COA
Budget
ICU
Accounting
Cashier
Records