

Office of the President

March 23, 1994

March 22, 1994

MEMORANDUM NO. 35

Series of 1994

23 March 1994

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Prof. Sergio C. Abit  
Chief, Security Officer

T. O. Mr. Paciano T. Quirol

Mr. Dominador A. Lauzon, Jr.

Prof. Pedro P. Pascual

Ms. Rosa Ophelia D. Velarde

Dr. Jose R. Pardales, Jr.

Engr. Climaco D. Espina, Jr.

Engr. Sean O. Villagonzalo

SUBJECT: ALLEGED UNAUTHORIZED HAULING  
FROM VISCA PREMISES  
Utilization and Distribution of Equipment Including  
Vehicles on or before midnight.


In view of this, you are hereby requested to conduct  
an investigation with Mr. Quirol as Chairman and Ms. Velarde as Secretary,  
please constitute yourselves into an ad hoc committee to study  
the utilization and/or unequal distribution of equipment  
including vehicles in the departments/offices and centers.  
Specifically, you are tasked to do the following:

1. To determine whether a certain equipment is fully  
utilized in the department where it is presently  
assigned. If underutilized, to recommend how and  
where to assign said equipment to assure full  
utilization.
2. To do preliminary arrangement with offices/departments  
concerned in case there is a need for swapping/  
transferring of equipment including possible pooling  
of vehicles if necessary at the Physical Plant Office.

This memorandum serves as your authority to conduct ocular  
inspection of the equipment.

A regular progress report on the committee's output will  
be appreciated.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Dr. N. P. Pascual