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November 6, 1992

MEMORANDUM NO. 96  
Series of 1992

T O: Dir. Camilo D. Villanueva - Organizing Chairman  
Dr. Margarito C. Escalante  
Mr. Juan S. Labra  
Mr. Alfredo C. Arradaza, Jr.  
Mr. Manuelito C. Pala

R E: Procurement of Supplies and Materials for Motor Vehicles

Please formulate a more effective coordination between your offices so that procurement of supplies and materials for motor vehicles will not become a problem in the efficient operation of the College. With several years of operation using the same set of motor vehicles in the College, it is no longer forgivable that confusion will still arise at this time as to what grade of oil is needed by which kind of motor vehicle and how much of each kind. Please formulate a more effective and working mechanism so that the recent incident is never repeated, including the uninterrupted supply of other petroleum products. The Organizing Chairman is advised to keep this office updated on actions taken regarding this matter.

Please be guided accordingly.

  
M. R. VILLANUEVA  
President