

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 15, 1996

Memorandum No. 107
Series of 1996

T O : Dr. Marilyn M. Belarmino *- gila 7/17*
R E : Submission of Waste Material to the Property Office

In the conduct of comprehensive inventory of ViSCA equipment, the Property Office found out that the following equipment/semi-expendable supplies under your responsibility are already due for condemnation:

- 1) 1 pc - Calculator, electronic, Logos Model-41
- 2) 3 pcs - Beaker tall form w/spout, Duran borosilicate, 400 ml
- 3) 1 pc - Alcohol lamp 250 ml
- 4) 1 pc - Alcohol lamp
- 5) 1 pc - Beaker low form w/spout, Duran, 100 ml
- 6) 1 pc - Cylinder grad., 100 ml, Duran
- 7) 1 pc - Cylinder grad., 100 ml, Kimax
- 8) 2 pcs - Beaker, 600 ml, Pyrex

In view of this, you are given until July 30, 1996 to submit the required waste materials to the Property Office in order to enable said office to facilitate dropping/cancellation of these condemnable equipment/semi-expendable supplies from your Memorandum Receipt.

The Property Office is expected to submit an inventory list of equipment/semi-expendable supplies which are still usable the soonest time possible, hence, your cooperation is required.

Please be guided accordingly.

[Signature]
SAMUEL S. GO
President *7/15*

cc: Property Div. *PBO* *7-17-96*