

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

July 21, 1995

MEMORANDUM NO. 88
Series of 1995

T O: Ms. Milagros L. Gamotin
Mr. Silvestre F. Buzon
Mr. Manuelito C. Pala
Heads, Depts./Center/Units

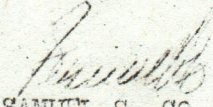
SUBJECT: Committee to Conduct Physical Inventory of Supplies and
Materials

With Ms. M. L. Gamotin as chairman, Mr. S. F. Buzon, Mr. M. C. Pala and the Head or representative of the concerned department/center/unit as members, please constitute yourselves into a committee effective immediately to:

1. make periodic update of physical inventory of supplies and materials in the various units/department/centers/offices of the college
2. introduce the use of stock cards and other record forms to the various units/offices/centers/departments for them to reflect verifiable data as basis for subsequent requisitions/purchases of supplies and materials
3. submit to the Office of the President your periodic findings as basis for management action.

Your committee is expected to conduct a physical inventory at any given time. You are authorized to utilize other staff from ICU and SPED to assist you in your committee.

Please be guided accordingly.


SAMUEL S. GO
President