



6 September 2023

**MEMORANDUM NO.** 862  
Series of 2023

**T O: Mr. Arnel Gucela**

**R E: Designation as Inspector of IT Equipment & Parts**

In order to ensure proper and speedy process of procurement as well as payment of procured good and services, you are hereby designated as Inspector of IT Equipment and Parts effective September 6, 2023 until December 31, 2023, or unless sooner revoked or terminated by higher authorities.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAF  
SPO  
DDC/ICTMC  
IASO  
ODF  
Accounting  
Records  
File