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October 26, 1993

MEMORANDUM NO. 229  
Series of 1993

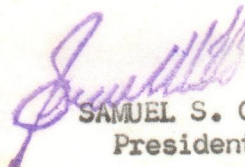
T O: Mr. Dominador A. Lauzon, Jr.

SUBJECT: Memorandum Receipt (MR) For Equipment

In order to facilitate prompt payment for purchase of new equipment, you are hereby requested to facilitate the preparation and signing of MR for attachment to the voucher after said equipment has been inspected and installed rather than wait for the end-user which usually entails further delay. Furthermore, equipment turned over by staff who wish to transfer or retire must be accepted by the Property Office in order to protect government property.

The Chief of the SPMD is requested to assist the Property Officer in this regard.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Mr. Alfredo C. Arradaza, Jr.  
Records  
File