

MEMORANDUM NO. 64
Series of 1986

May 13, 1986

T O: Prof. Andres T. Duatin
Dr. Vicente A. Quilon
Dr. Oscar B. Pozas
MEMORANDUM NO. 63
Series of 1986 Jose R. Pardales

T O: Mr. Alfredo Arradaza
Mr. Dominador Lauzon, Jr.

R E: Annual Inventory of Equipment and Supplies

Following the provisions of General Circular No. 23 dated March 14, 1986 of the Minister of General Services Administration, VISCA is required to submit an inventory of equipment and supplies for CY 1985 within fifteen (15) days. Enclosed are pertinent documents to this effect.

Let us submit the needed inventory on or before May 26, 1986. Henceforth, an annual inventory must be submitted regularly.

Thank you.

M.R. Villanueva
MARTINITO R. VILLANUEVA
Officer-in-Charge

cc: Records
File