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April 22, 1993

MEMORANDUM NO. 54
Series of 1993

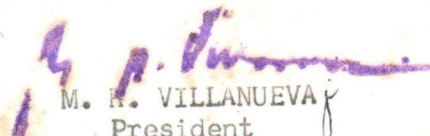
T O: Engr. Nestor M. Israel

R E: Implementation of All Pending Capital Outlay Projects

Please be reminded of your responsibilities in initiating actions related to the implementation of capital outlay projects. I have gathered that such projects had been conveyed to you and other units in the administrative sectors by the Budget Office. There is a need to improve on the coordination system from your office to the Vice President for Administration in order to avoid unnecessary delays in the implementation of capital outlay projects. For the repair of the VISCA Manila Office, it is claimed by Mr. Wilfredo Valenzona and Dr. Samuel Go that they have not been made aware of the project, hence no action is being done.

Effective immediately, please furnish this office a monthly update on the status of all projects covering from preparation of plans and cost estimates until completion.

For compliance.


M. H. VILLANUEVA
President

cc: Dr. S. S. Go
Mr. W. C. Valenzona
Dr. M. C. Escalante
Ms. N. V. Cala