

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

October 9, 1995

MEMORANDUM NO. 117  
Series of 1995

T O: Mr. Alfredo C. Arradaza, Jr. = *Wjw 10/10/95*  
Mr. Dominador C. Lauzon, Jr. =  
R E: Agreements During the October 3, 1995 Meeting  
Re: Comprehensive Inventory of ViSCA Properties

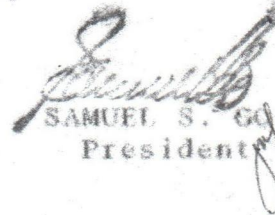
To guide us in the implementation of what was agreed upon during the meeting above-mentioned, hereunder are the major activities which we should keep in mind to enable your office to complete the comprehensive inventory of ViSCA equipment.


- 1) Physical count of all ViSCA properties must be completed on or before December 31, 1995. A schedule shall be prepared for the guidance of those concerned. Mr. Arradaza shall personally supervise and monitor the job.
- 2) Follow-up work based on the findings during the inventory should be completed on or before June 30, 1995. Mr. Lauzon is specifically assigned to facilitate processing of papers relative to condemnation of properties and also for the replacement of lost properties by the accountable person.
- 3) Equipment purchased through ViFARD and other agencies but donated to ViSCA must be covered by the MR.
- 4) Properties left unattended outside department buildings must be withdrawn by the Property Office. A staff must be assigned to work for its possible condemnation or repair.
- 5) A continuous disposal of condemned properties must be undertaken. This should be done twice a year.

- 6) Control measures must be undertaken by the Property Office so that engines and other equipment returned to the office must be complete with accessories.
- 7) Transfer of lost equipment from one staff to the other just to be cleared should be discouraged.

In summary, only usable properties must be reflected in the inventory list of VISCA properties. Condemnable properties should be disposed of while missing or lost properties should be replaced. Inactions of accountable persons in spite of various requests and follow-ups by the Property Office should be reported to higher authorities for appropriate action.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Dr. N.P. Pascual -   
Ms. L.B. Cano - 