

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



10 October 2000

MEMORANDUM NO. 186


Series of 2000

T O: Ms. Jeanette B. Israel
Property Officer

R E: Periodic Inspection & Inventory of All Housing Units

In order to update the record of your office, you are hereby directed to conduct periodic inspection and inventory of all housing units of the college including IH and other units used as residence. This information shall be needed to prepare the renewal of all contracts by January 2001.

For compliance.


PACIENCIA P. MILAN
President

cc: Chairman, Housing Committee
OVPA
Head, SPMD
OAA
Records
File