

June 24, 1988

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MEMORANDUM NO. 77
Series of 1988



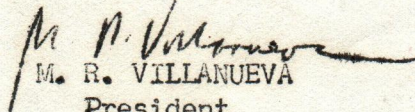
T O: All Office/Department/Center Heads

R E: Telephone System

We are presently preparing to install a telephone system on campus with a maximum of 200 lines. Since this is not enough to provide individual sets, we would like to distribute the lines that will establish communication between all offices even if some will have more access than others to the telephone set. As much as possible, we would like to consider function of the office, size of staff, size of building, location of offices and available sets in determining the assignment of lines.

In this connection, please submit to Prof. Felix Canoy, Chief of Utilities a suggested list of telephone lines you wish to be assigned to your office, indicating specific locations in the building. The listing must be in the order of priority. Except for a few offices, the head and the administrative staff will have one line. Each line may have as many party lines as there are sets available in the same unit. In addition, please indicate the number of sets already distributed earlier to your office.

This office reserves the right to determine the final assignment of telephone lines for each unit. Please submit the above-requested information by July 1, 1988. Offices who fails to submit may be given no more than one line.


M. R. VILLANUEVA
President