



CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

Memorandum No. 02-02-2017 (11)

TO: MR. WILLIAM A. VENTURA - Chair
MS. ERLINDA C. LADORES - Member
MR. DENNIS U. LASIG - Member
MS. AURORA G. TULIAO - Member
MR. RONALDO S. DIRECTO - Member
MS. BELEN P. TRIMOR - Member
IAS Representative - Witness
COA Representative - Witness

FROM: The University President

DATE: February 2, 2017

SUBJECT: RECONSTITUTION OF THE INVENTORY COMMITTEE

Pursuant to Section 102 of P.D. 1445, Section V.1 of COA Circular No. 80-124 and Section 491 of GAAM Volume I, you are hereby reconstituted as the university Inventory Committee mainly responsible in the physical inventory of the property, plant, and equipment of CLSU according to the established procedures on inventory.

Please be reminded that all inventory reports shall be prepared on the prescribed form and certified correct by the committee chair, noted by the Auditor and approved by the head of the agency.

Your priority attention on this matter is highly enjoined.


TERESO A. ABELLA
University President

Cc:

- 4 VPs
- COA
- IAS
- FMS
- Accounting Office
- Records
- File