



**MEMORANDUM No. 15 – 2012**

**TO: DR. CAMILO A. PIMENTEL  
MRS. ELYN A. BOLIGON  
MR. LEONARDO J. CALIMLIM  
MRS. RACHEL C. GUMAN  
REPRESENTATIVE FROM THE DEPARTMENT/UNIT WHERE THE  
MATERIAL/S AND EQIPMENT IS LOCATED  
This University**

**FROM: SERAFIN L. NGOHAYON, PH.D.**  
University President

**SUBJECT: Creation of Inventory and Inspection Committee**

**Date: February 24 , 2012**

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1. In line with the 5<sup>th</sup> development goal of the university which is to pursue excellence in administration and governance, there is a need to create an inventory committee.
2. Composition: The IFSU Inventory and Committee shall be composed of the following:  
  
Chairman: Dr. Camilo A. Pimentel  
Members: Mrs. Elyn A. Boligon  
Mr. Leonardo J. Calimlim  
Mrs. Rachel C. Guman  
Representative from the department/unit where the material/s and equipment is located
3. Function: The Committee shall have the following functions:
  - a. To conduct regular physical annual inventory of all supplies and equipments purchased/issued to all university personnel.
  - b. To submit/prepare reports for the annual status of all supplies/materials and equipments.
  - c. To keep records and submit reports of waste materials.
4. Previous issuance/s contrary to this is hereby revoked.
5. For the guidance and compliance of all concerned.

*Cc: VP Admin and Finance, Mrs. E. Boligon, Mr. L. Calimlim., Mrs.R. Guman, Accounting Office, Records, File*