MEMORANDUM

TO : ALL BRANCH MANAGERS, DIVISION CHIEFS, & UNIT HEADS

SUBJECT : DESIGNATION OF SUPPLY OFFICER & PROPERTY OFFICER

DATE : 06 March 2001

In order to establish an orderly receipt and issuance of office supplies and equipment/furniture, each branch/division/unit is hereby requested to designate its supply and property officers.

The designated supply officer shall be responsible for requesting supplies and materials from the General Services and Property Division (GSPD). The designated property officer shall also act as the property custodian and representative of the branch/division/unit in requesting needed office equipment and or furniture from the GSPD. Moreover, these designated officers shall monitor the use of the supplies and conduct a regular inventory of properties issued to the branch/division/unit.

Briefing conference for these designated officers shall be conducted by the Administrative branch on March 23, 2001.

Please fill up the attached form with the names of the Designated Supply and Property Officers and submit the same to General Administrative and Support Services (GASS) on or before March 14, 2001.

For compliance.

REYNALDO A. REGALADO
Administrator
BRANCH/DIVISION/UNIT: ________________________________

SUPPLY OFFICER : ________________________________

PROPERTY OFFICER : ________________________________

Designated By:

__________________________
(Branch Manager/Division Chief/Unit Head)

Date : ________________________________