



17 February 2021

**MEMORANDUM CIRCULAR NO. 16**  
Series of 2021

**T O: All Department/Unit Heads**

**R E: Coordination with the Office of the Director for Physical Plant on the Equipment to be Purchased and Installed**

In relation to the problems encountered with the compatibility of existing transformer with the equipment purchased or installed from different units/department, all department or unit heads are required to coordinate with the Office of the Director for Physical Plant for the assessment of the existing transformer with the equipment to be purchased and or to be installed.

Please be guided accordingly.

  
**EDGARDO E. TULIN,**  
President