

April 6, 1998

MEMORANDUM NO. 38
Series of 1998


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T O: Prof. Antonio Abamo
Ms. Velma Bontuyan
Mr. Simeon Sedrome

R E: Review of Operation of Printing Press

With Prof. Abamo as Chairman and Ms. Bontuyan as Secretary, please constitute yourselves into an ad hoc committee to work with the ViSCA Printing Press Manager in identifying problems and corresponding solutions to improve operational efficiency and effectiveness of the ViSCA Printing Press.

Please submit your report not later than May 15, 1998.


SAMUEL S. GO
President *STW*