

OP file

January 19, 1998

MEMORANDUM NO. 04
Series of 1998

T O: Mr. Simeon P. Sedrome
Mr. Eusebio Olleras *1-20-98*
Ms. Luz L. Poliquit *by*
Mr. Dominador A. Lauzon, Jr.
Ms. Milagrosa L. Gamotin *Milagrosa*

R E: Ad Hoc Committee to Evaluate, Appraise and Determine Disposable Records


With Mr. Simeon Sedrome as Chairman and Ms. Luz Poliquit as Secretary, please constitute yourselves into an ad hoc committee to evaluate the list of records recommended for disposal and determine what records should be finally considered disposable and what records to retain for future use.

Attached is the tentative list of records originally recommended for disposal for your final evaluation and recommendation.

Please submit your report and recommendation not later than February 2, 1998.

For compliance.

1. evaluate records for disposal.
2. determine what records should be finally considered disposable.
3. records to retain for future use.


SAMUEL S. GO
President