

13 March 1991

MEMORANDUM NO. 34
Series of 1991

T O: Mrs. BERNADETTE F. QUIROL

R E: Transfer of Employment

For the purpose of finalizing your desire to transfer and accepting your claim that a clearance is required by the agency where you intend to transfer; I am approving your clearance with the following conditions:

1. The clearance covers only property and money responsibilities and does not cover your other responsibilities.
2. Once you get separated from VISCA, your administrative case is automatically lifted for loss of jurisdiction but it can always be revived should you get reemployed by VISCA.
3. Your service records and your last month's salary shall be withheld until you are able to submit a letter of acceptance from your employer following civil service rules and regulations.

M. R. Villanueva
M. R. VILLANUEVA
President

CONFORME:

B. F. QUIROL

cc: ODA
Personnel
Accounting
Cashier
Records
Board Secretary
ODI
ODRA
DASS