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Office of the President

30 May 2008

MEMORANDUM NO. 113

Series of 2008

T O: Dr. Conchita Astrologo-Ito
Dean, Villaba Campus

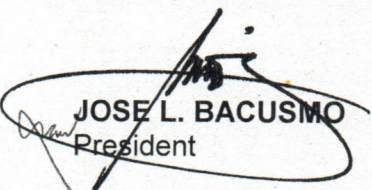
yes 6/3/08

R E: Documents for Submission to COA

Attached please find a letter from Ms. Teodora C. Vinegas, Audit Team Leader based at VSU asking for submission to her office of documents for the months of February to April 2008.

You are hereby directed to submit to COA the documents requested, this office furnished with a copy of the transmittal letter for our information and guidance.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: COA
Records
File