MEMORANDUM NO. 54 Series of 1990

> TO: Mr. Dominador S. Ugsang Chief, Security Office

RE: BREAK-IN AT CASHIER'S OFFICE

As a matter of routine, please submit to this Office a detailed report on the brak-in at the Cashier's Office which occurred between March 11-12, 1990. I would like to know the security guards on duty in the Administration Building and its vicinity, including the Supervising Guard assigned during the period. Furthermore, I would like to know what the Office has done in connection with the incident.

Please coordinate with all agencies/offices to secure the needed assistance that will lead to the resolution of this case.

Thank you.

M. R. VILLANUEVA

President