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Office of the President

29 November 2011

MEMORANDUM NO. 234

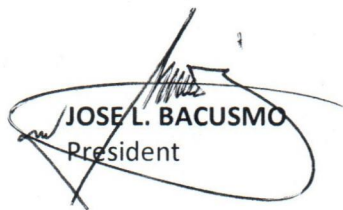
Series of 2011

T O: Dr. Fe M. Gabunada
Member, IGP BOM

R E: Cash Management of the Bakery

While the Bakery is under audit by a committee chaired by Ms. Erlinda S. Esguerra and to ensure that all sales are properly accounted for and deposited intact daily at the Cashier's Office, you are hereby directed to assume cash management of the Bakery effective immediately. In case you will be on leave or on official travel, please make the necessary arrangements so that one of the IGP Members can handle the job assigned to you per this directive.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: IGP-BOM Chair & Members
IGPO
ODAHRD
Records
File