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September 6, 1993

MEMORANDUM NO. 178
Series of 1993

T O: Mr. Sixto P. Sandoval

H E: Designation as Officer-in-Charge of the Office of
Administrative Affairs

You are hereby designated Officer-in-Charge of the
Office of Administrative Affairs effective today, September
6, 1993 or until the return of Mr. Wilfredo Valenzona who is
on sick leave.

As OIC, you are authorized to perform the duties
and functions of the Office in addition to your usual duties
and responsibilities as Executive Secretary.


SAMUEL S. CO
President

cc: Personnel
OVPA
Accounting
Records
Cash
File