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January 16, 1997

MEMORANDUM NO. 4
Series of 1997

T O: Ms. Milagrosa Gamotin — *Gamotin, 1/20/97*
Ms. Bernardita Bibera — *Bibera 1/20/97*
Mr. Manuelito Pala — *Mj 1/20/97*
Ms. Lucena Poliquit — *q 1/20*

R E: Ad hoc Committee to Audit Leave Records of ViSCA Staff

With Ms. Milagrosa Gamotin as Chairman and Ms. Lucena Poliquit as Secretary, please constitute yourselves into a committee to audit the leave records of all ViSCA staff. Your output should include a clear computation how much the employee earned and how many days of leave did he enjoy. Furthermore, your committee must be able to prepare a clean record of the employees.

The committee is expected to clean the leave records of at least 50 staff members per month and the job fully completed not later than June 30, 1997. Please submit therefore a monthly report of your accomplishment thru the Vice President for Administration.

For compliance.

Samuel S. Go
SAMUEL S. GO
President *010*
1-17-97