April 20, 1993

MEMORANDUM NO. 52 Series of 1993

T O: Ms. Anecia C. Fernandez OIC, Cash Division

R E: Observance of Proper Procedure

Taking note of your letter dated March 17, 1993 even if no explanations were demanded under Memorandum No. 24, s. 1993, you are hereby advised to observe the provisions of said memorandum, follow proper coordination and absolutely avoid bypassing higher offices prospectively.

For compliance.

M. R. VILLANUEVA President