

Office of the Vice President for Administration & Finance

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MEMORANDUM CIRCULAR NO. <u>02</u> Series of 2020

T O: All Concerned Faculty & Staff

R E: Issuance of Community Tax Certificate for CY 2020

Please be informed that staff from the City Treasurer's Office will be available from January 22-24, 2020 at the Administration Building to facilitate the issuance of our Community Tax Certificate (CTC).

For your information and guidance.

REMBERTO A. PATINDOL
Vice President for Administration & Finance