

303

August 31, 1993

MEMORANDUM NO. 165
Series of 1993

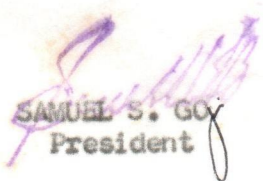
T O: Dr. Nerelito P. Pascual
Mr. Wilfredo C. Valenzona
Mrs. Norma V. Cala
Mrs. Rosario L. Paulo
Mr. Wilfredo C. Arradaza, Jr.
Ms. Anecia C. Fernandez

R E: Ad Hoc Committee

With Dr. Nerelito P. Pascual as Chairman and Mrs. Rosario L. Paulo as Secretary, please constitute yourselves into an ad hoc committee to study the existing flow of processing vouchers, payrolls and other financial documents in order to come up with a recommendation on how we can reduce red tape. This is necessary in view of the new assignment given to Mrs. Norma V. Cala.

Please submit your recommendations not later than September 30, 1993.

Please be guided accordingly.


SAMUEL S. GO
President