

Jan. 20, 1994

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 11
Series of 1994

T O: All Depts./Centers/Offices

SUBJECT: Schedule of Delivery and Pick Up Of
Urgent Messages/Communication

Please be informed that messengers of the Records Division will be doing regular rounds to different offices two times daily to deliver and pick up urgent messages. Please find below said schedule as follows:

	<u>TIME</u>	<u>Offices Visited</u>
1.Mr. Cresencio Godoy	9:30-10:30AM	Adm.Bldg Offices, DOF, Acctng.Div., OGS, Library, DHS, OSA, DASVM, DAL, DAEAM, DAC-FS, Food-Tech.
	2:30-3:30P.M.	Adm.Bldng., DOF, Acctng. Div., OGS, Library, DHS, OSA, DASVM, DAL, DAEAM, DAC-FS, Food-Tech.
2.Mr. Edito Piamonte	9:30-11:00A.M.	NARC, RCRC, ODREX, GTZ, PRCRTC, FARMi, DPBAB, Horticulture, DASS, DPP, DAEAB, DAEE, DEV.COM., PRINTING Press, DYAC, P.E., CSR, PPO, SPMD, LUPDO, LUAPO, ERHS, INFIRMARY, Guest House, VIFARD & Post Office
	2:30-4:00P.M.	NARC, RCRC, ODREX, GTZ, PRCRTC, Farmi, DPBAB, Hort., DASS, DPP, DAEAB, DAEE, DEV. Com., Printing Press, DYAC, P.E., CSR, PPO, SPMD, LUPDO, LUAPO, ERHS, Infirmary, Guest House, VIFARD & Post Office

Office secretaries are therefore advised to prepare messages/communications to be sent to the Administration building ready to be picked up by the messenger concerned in order not to disrupt their schedule.

Please be guided accordingly.

SANTIL S. GO
President