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September 30, 1987

MEMORANDUM NO. 115  
Series of 1987

TO: Ms. Norma Pecolados

RE: APPOINTMENT as Part-time FILING CLERK

By virtue of Board Resolution No. 28, s. 1987, and by authority vested in me by the Board of Trustees, you are hereby appointed as part-time Filing Clerk for VISCA at the Office of the Asst. Provincial Fiscal, Baybay, Leyte, effective October 1, 1987 until December 31, 1988, unless sooner changed or revoked, without prejudice to renewal. Your duties and responsibilities shall include secretarial services and organization of VISCA files in the Fiscal's Office.

In exchange for your services to VISCA, you shall receive a token honorarium of P150 per month effective October 1, 1987 as long as this appointment remains valid.

Thank you.

MARIANITO R. VILLANUEVA  
President

cc: Accounting      Personnel  
     Budget  
     Auditing  
     Dir. Business Affairs  
     ~~Records~~  
     File