

October 2, 1967

MEMORANDUM NO. 113  
Series 1967

TO: Mr. Wilfredo C. Valenzona  
RE: TRANSFER OF LEGAL OFFICE TO OP

As per Board Resolution No. 20 and 21, s. 1967 covering the restructuring of VISCA, the Office of the Legal Counsel is now under the Office of the President. Considering the shortage of space in the Administration Building, I am assigning temporarily the present Office of the Legal Counsel to the Director of Business Affairs until a permanent place is assigned to him. Therefore, the Legal Secretary should transfer to the Office of the President, including all office equipment attached to the Legal Office, effective immediately.

The Legal Secretary shall continue working with your office on legal matters, including investigations and contract preparations, as part of her regular duties and responsibilities but shall work with the President's Office, otherwise.

Furthermore, please make arrangement so that Mr. Roque Sta. Iglesia and Ms. Alicia Arellano can provide the Secretarial Services to the Director of Business Affairs, considering also the need of Mr. Sixto P. Sandoval.

For compliance.

*M. R. Villanueva*  
M. R. VILLANUEVA  
President

cc: Miss Aster Apog  
Mr. Sixto P. Sandoval  
Vice President for Administration  
Director of Business Affairs  
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