

January 24, 2000

Memorandum No. 23
Series of 2000

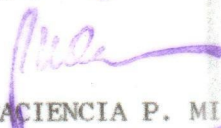

TO: Mr. Jaime B. Pascual

RE: Assignment of One Utility Worker as On-Call Messenger of the
Records Division

In view of the retirement of Mr. Cresencio Godoy, Messenger of the Records Division and Administrative Order No. 100 prohibiting agencies to hire new employees effective January 1, 2000, you are hereby requested to assign one Utility Worker as on-call messenger of the Records Division to deliver urgent messages and communications to different academic department/centers and offices.

This memorandum takes effect immediately and shall remain in force until a messenger has already been appointed in place of Mr. Godoy.

Please be guided accordingly.


PACIENCIA P. MILAN
President 

cc: OVPA
DAA
Records