

December 8, 1994

MEMORANDUM NO. 118  
Series of 1994

T O : Prof. Paciano Quirol — *nony Cruz Godoy 12-14*  
Mr. Silvestre Buzon — *[Signature]*  
Mrs. Erlinda Esguerra — *ndg 12/14/94*  
Miss Anecia Fernandez — *[Signature]*  
Mrs. Asteria Sevilla — *[Signature]*

SUBJECT : AD HOC COMMITTEE TO REVISE THE FLOW IN THE PROCESSING  
OF VOUCHERS/PAYROLLS

With Prof. Paciano Quirol as Chairman and Mrs. Asteria Sevilla as Secretary, please constitute yourselves into an ad hoc committee to revise the flow in the processing of vouchers/payrolls with the end in view of expediting release of payment without sacrificing compliance to COA rules and regulations.

Please submit your recommendations on or before January 15, 1995.

Please be guided accordingly.

*[Signature]*  
SAMUEL S. GO  
President

cc: Dr. Nerelito Pascual — *[Signature]*  
Ms. Lourdes B. Cano — *[Signature]*  
Ms. Norma V. Cala — *[Signature]*  
Mr. Arnulfo Galenzoga — *[Signature]*  
Personnel — *[Signature]*  
Records — *[Signature]*  
File — *[Signature]*

*thru Nong Cruz Godoy 12-14*  
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