

January 16, 1997

MEMORANDUM NO. 6
Series of 1997

T O: Ms. Juvy Calleja — *noted*
Ms. Leonarda Otida — *noted 1/27/97*

R E: Job Rotation

As another scheme to further improve efficiency in basic support services, you are hereby rotated as follows:

1. Ms. Juvy Calleja shall now be assigned at the Physical Plant Office vice Ms. Leonarda Otida.
2. Ms. Otida shall take over the post of Ms. Calleja at the Accounting Division.

This memorandum shall take effect immediately.

Please be guided accordingly.

[Signature]
SAMUEL S.GO
President *sgo*

cc: OVPA — *noted 1/27/97*
HRMDO — *noted 1/28*
Ms. R. Lemos — *noted 1/27/97*
Engr. N. Israel — *noted*
Records — *noted 1/28*