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September 3, 1988

MEMORANDUM NO. 121  
Series of 1988

TO: Chief Accountant  
Cashier

RE: TRANSFER OF FUNDS TO THE VISCA MANILA OFFICE

In view of the absence of Dr. L. L. Manalo from September 3 - December 3, 1988, transfer of funds for the regular budget of the VISCA Manila Office for this period shall be made in my name. Budget for personal services shall be made in the name of one of the employees other than Dr. Manalo.

Please be guided accordingly.

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

cc: Ms. M.C.U. Ramirez  
Budget  
COA  
✓ Records  
file