

166

December 17, 1986

MEMORANDUM NO. 132
Series of 1986

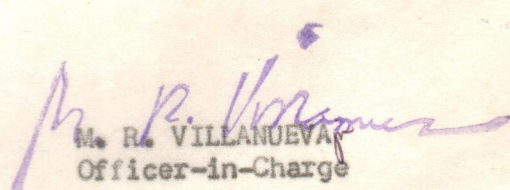
T O: The Chief Accountant
The Registrar
IGPO Superintendent
Chief Librarian (Bindery)
Mimeographing Section

R E: Office Reassignment

With the expected completion of the Library Basement soon, your office have been assigned to this new location to offer you more room and hopefully convenience. The exact room assignments are shown in the attached plan. With the exception of the Accounting and Auditing Offices, the room assignments for IGPO, Bindery and Mimeo Offices in the Basement should be highly temporary. When vacated, the present Auditing Office will be assigned to Graduate School and another office to be determined by the Office of the President later.

Part of the present Accounting Office will be assigned to the Registrar's Office and the remaining part for lounge of the staff holding offices in the Administration Building. The lounge shall be used for recreation and dining only. Existing policies on catering and selling food items must be observed.

For your guidance.


M. R. VILLANUEVA
Officer-in-Charge

cc: Director, OSA
Vice Pres. for Administration
Planning