June 4, 1996

MEMORANDUM NO. Series of 1996

T O: Ms. Anabella Bautista-Tulin

R E: Formal Charges for Various Offenses

Administrative Order No. 4 dated February 22, 1996 charging you for various offenses was issued giving you seventy-two (72) hours from receipt of said order to file your answer to the said charges. However, up to this time, this office did not receive said Answer.

In view of the gravity of the offenses, you are therefore given another seventy-two (72) hours from receipt of this follow-up memorandum to file the required answer. Failure to file it within the prescribed period shall be construed by this office as a waiver of your right to give your side and, therefore, will constrain this office to resolve the charges based on available documents.

Attached is a copy of Administrative Order No. 4, series of 1996 for your guidance.

Please be guided accordingly

President

Records-File