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MEMO FOR : MA. EVELYNE A. FRANCISCO
Department Manager
Business Development Department

FROM : MA. ZENAIDA R. QUINAHAN
Division Manager
Business Research and Development Division

**SUBJECT : Concept Paper and Research Works for the Business Plan of the
Vacant Space at DOT CAR Office in Baguio City**

DATE : June 24, 2020

With reference to our Division's deliverable for Business Plan, we are respectfully submitting to your office the Concept Paper that we have prepared and Research Works conducted for the Vacant Space at DOT CAR Office in Baguio City.

For your information.

Thank you.

MA. ZENAIDA R. QUINAHAN