



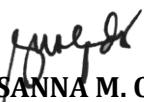
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**MEMORANDUM**

TO : **Ms. RAQUEL S. DELA CRUZ**  
**Manager**, Management Information Systems Department

FROM :  **ROSANNA M. OLGADO**  
**Manager**, Administrative Services Department

SUBJECT : ***Request for MS Teams Account***

DATE : 18 August 2020

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This to request the creation of MS Teams Account for Ms. **Mendoza, Roda V. , HRMO III** with  
Whats App / Viber Account Number 0917-5872568 and E-mail address [dangtieza08@gmail.com](mailto:dangtieza08@gmail.com).

This is in preparation for the remote/virtual of ISO Audit and IQA trainings, which she will  
facilitate.

Thank you.